



Mobile Construction Force Account Version 1.0 User Guide

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Launching the MC Force Account App

To launch the MC Force Account app after you have installed it, click the MC Force Account app icon on your iPad screen.



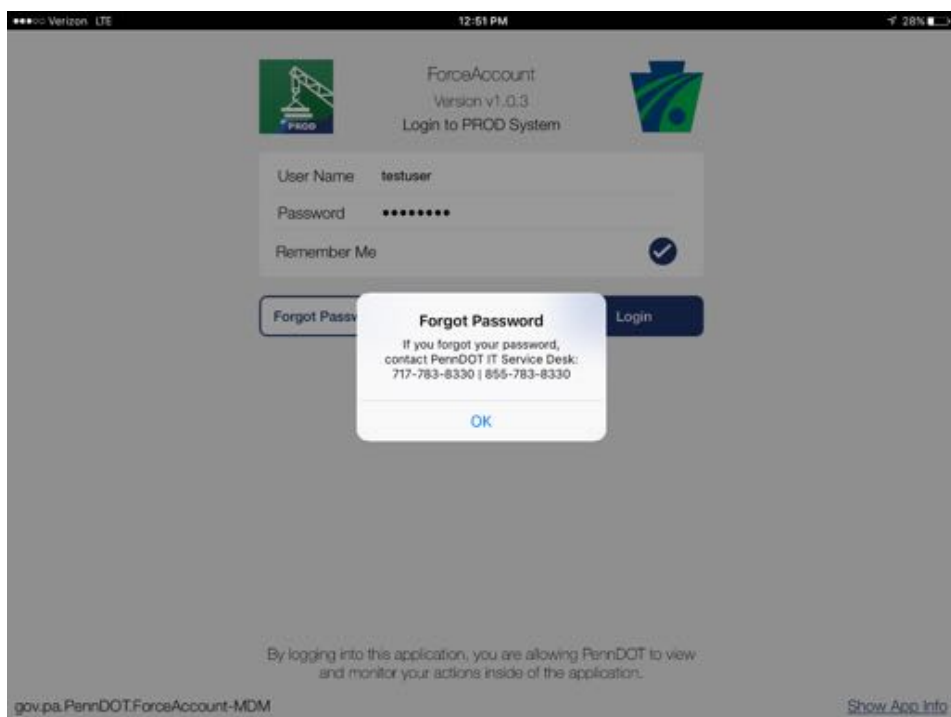
Basic Information

Log In

After you launch the MC Force Account app, you will be presented with a log in screen. To access the MC Force Account app, enter your ECMS user name and password. Then, click “Login”. Tap the Remember Me button if you want the device remember your login credentials in the future.

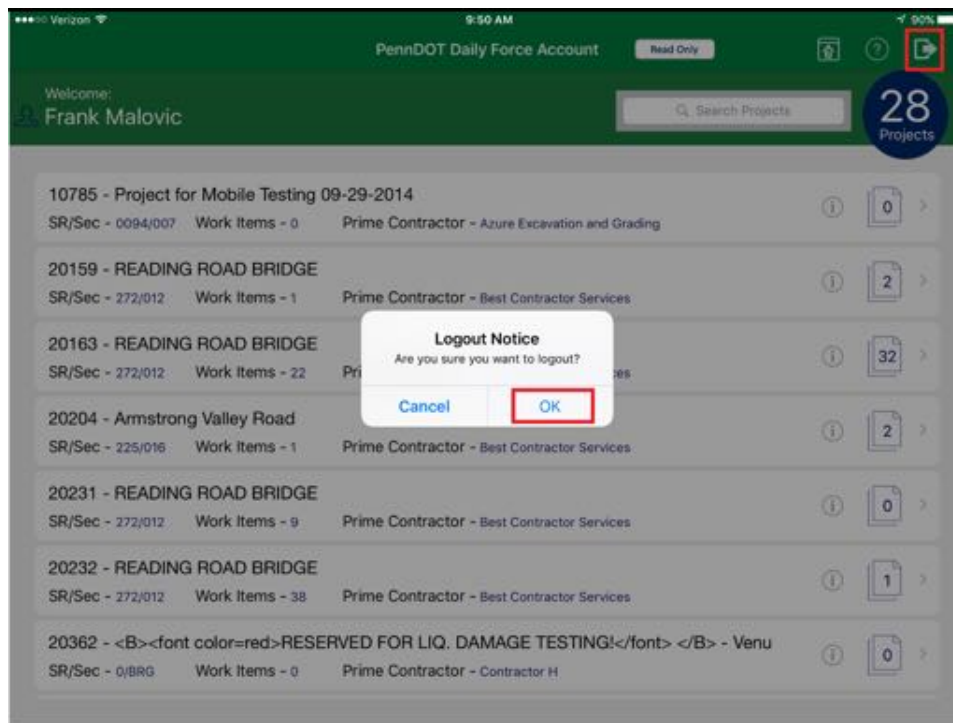


If you forgot your password, you can click the “Forgot Password” button for assistance options.



Log Out

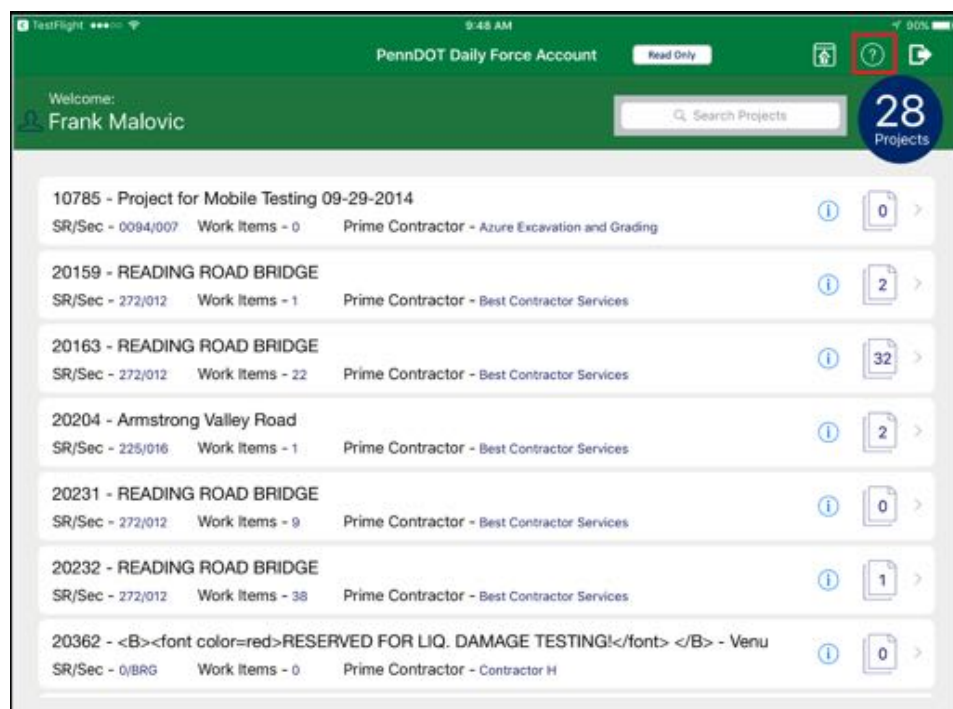
To log out of the MC Force Account app, click the “Log Out” button in the upper right hand corner of the screen.



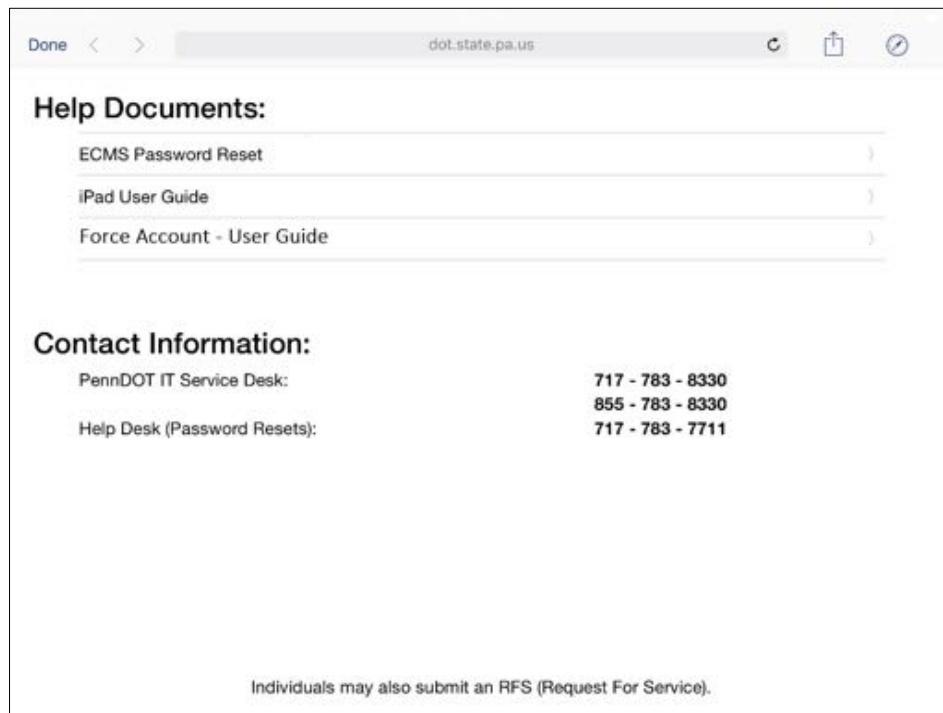
On the pop up that is displayed, tap “OK” to be logged out of the app. Tap “Cancel” to cancel the log out.

Help Documents and Contact Information

The help function is available throughout the MC Force Account app by clicking the question mark button in the upper right hand corner.

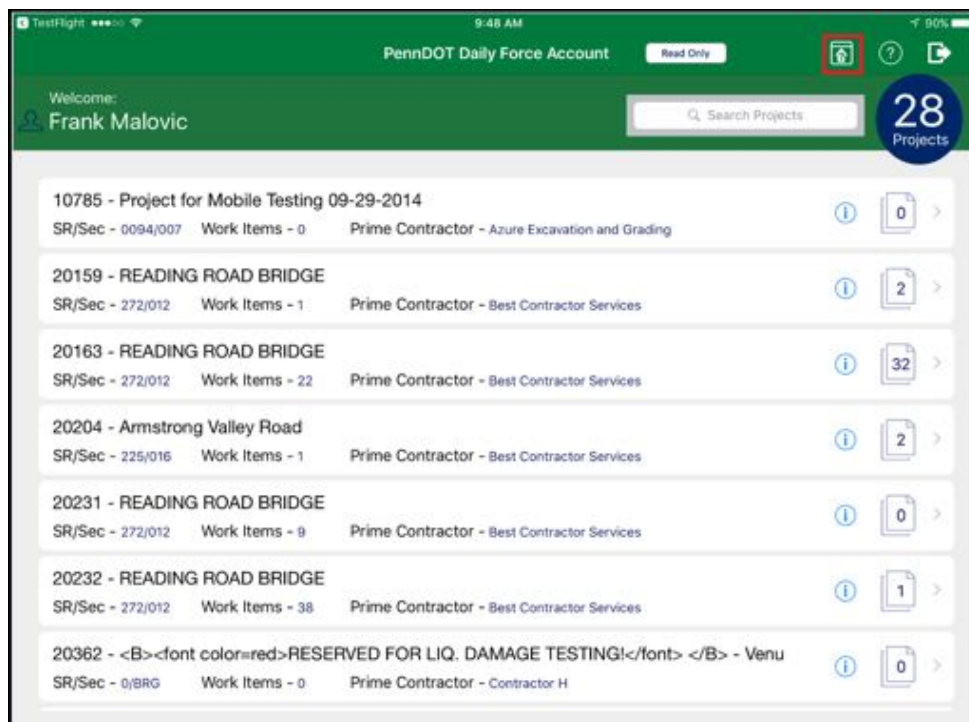


On the help screen, you can access help documents including the ECMS Password Reset Guide, iPad User Guide, and Force Accounts User Guide. It also provides contact information for the IT service desk in the event of any app issues. To navigate back to the Projects screen, tap “Done”

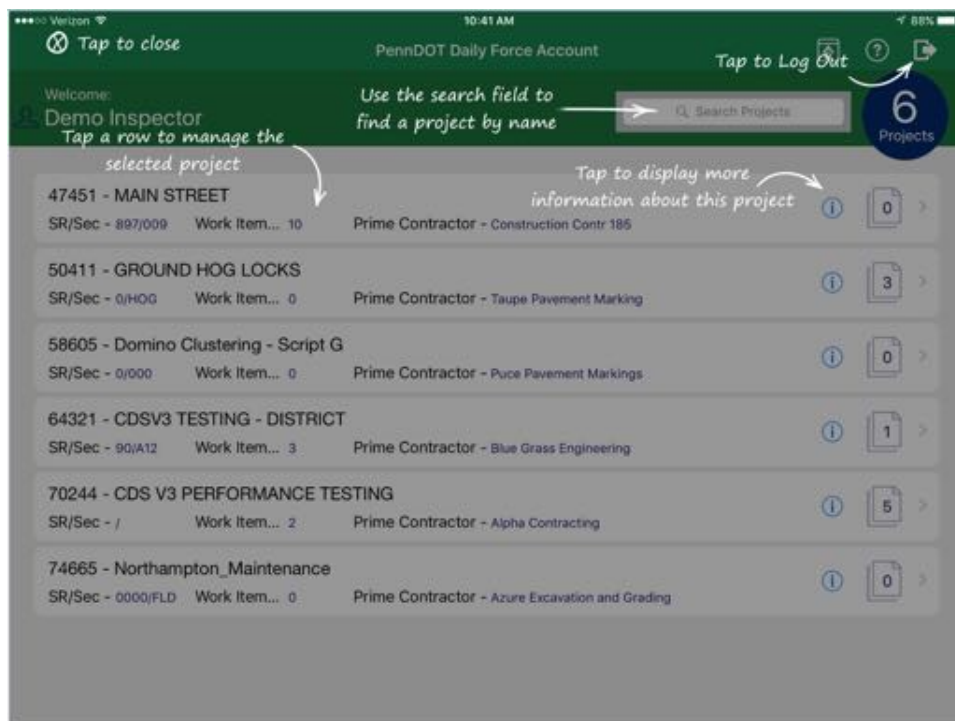


Contextual Help

Throughout the app, contextual help is available which provides detailed information about the data and icons on the screen you are currently viewing.



To access this feature, tap the Contextual Help button in the upper right corner and an overlay will appear on the screen pointing out key features as seen below for the Project List screen.



To dismiss the overlay, either tap “Tap to close” in the upper left corner or swipe down with one finger.

Data Status

Throughout the app icons are used to represent the status of data in the app. These icons and their meanings are outlined below:



FA is ready to be synced to server



Edited, needs to be synced to server



Validation Errors



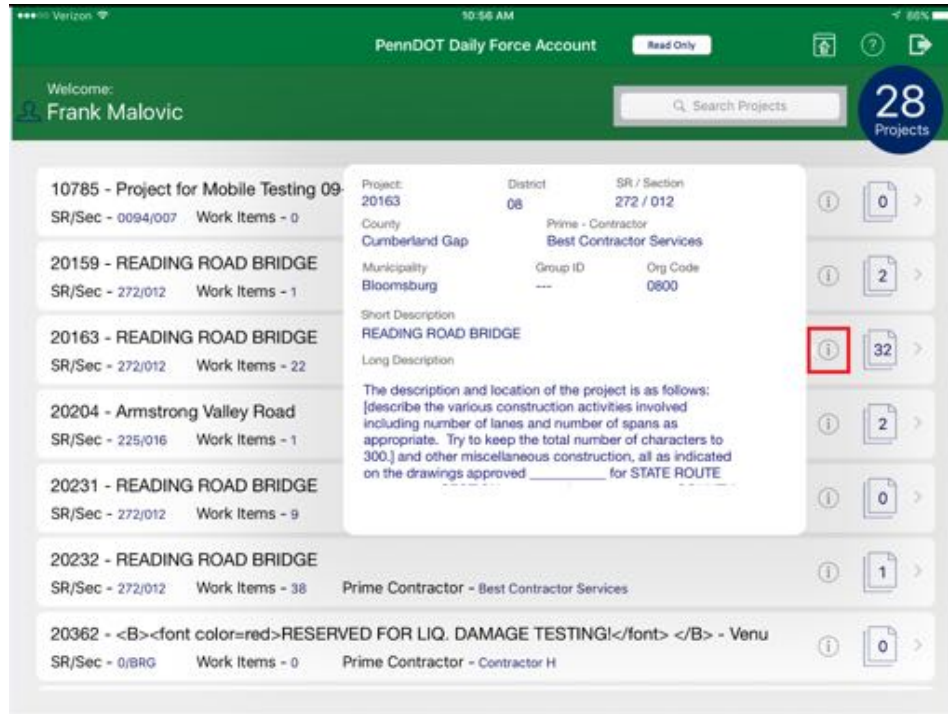
Sync Errors

Project List Screen

Upon log in, you will be taken to the Project List screen. On this screen, you can view all projects to which you have access in ECMS. Each project lists the ECMS number and Project name.

Additional Project Information

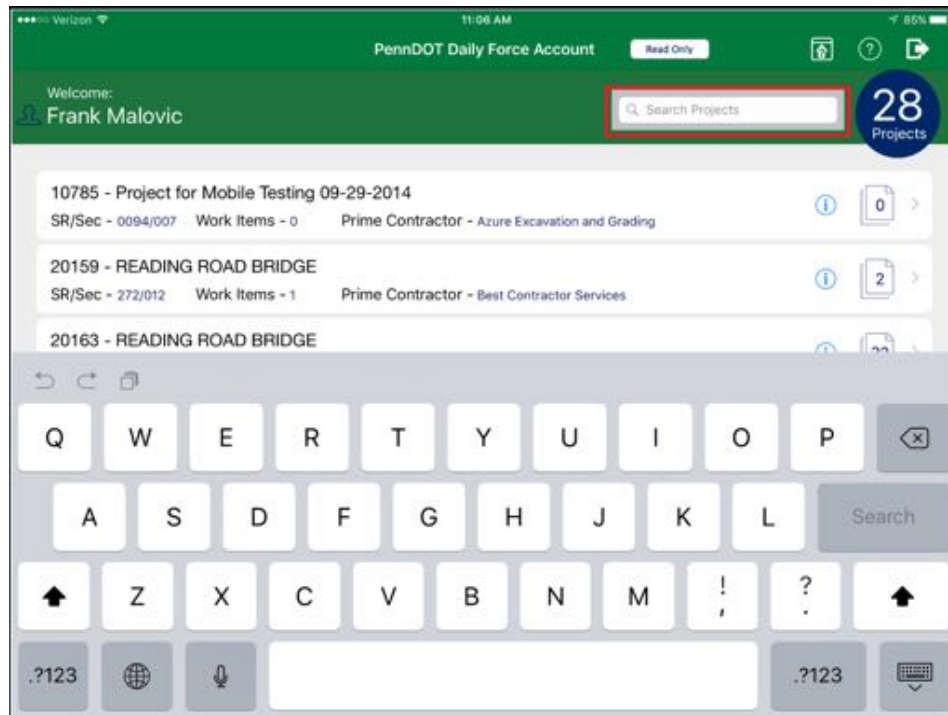
In addition to the ECMS Number and Project name, tap the info icon to view the Prime Contractor, SR/Section, District, County, and Short Description for the project.



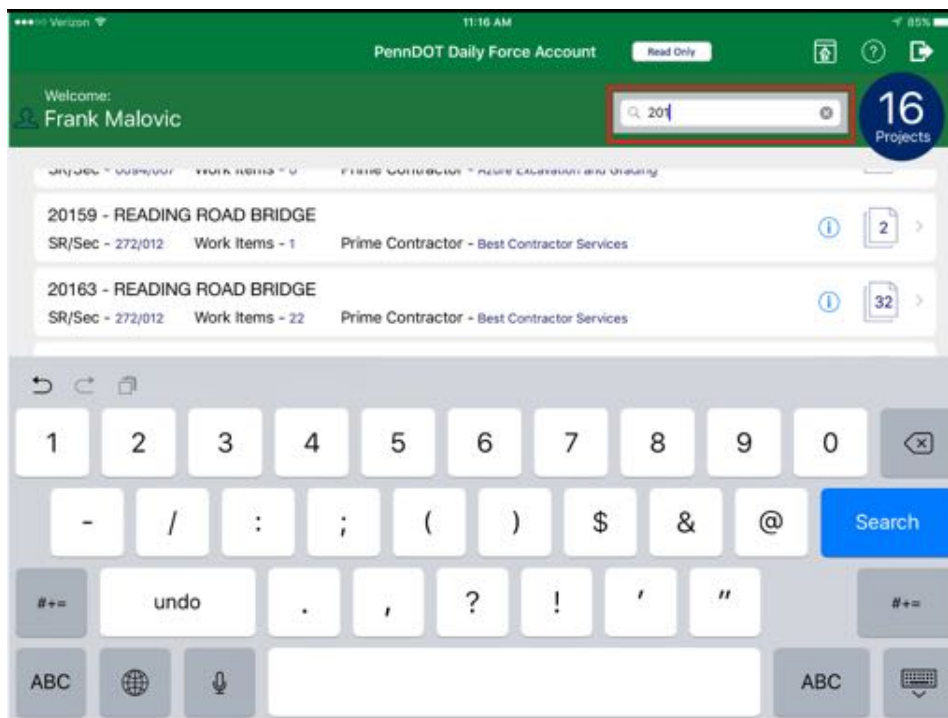
Searching Projects

The Project List Screen includes a search function for quickly filtering your list of projects if it becomes large. Searched project information includes the ECMS number, Name, State Route, and Section.

To perform a search, tap in the search box to bring up the keyboard.

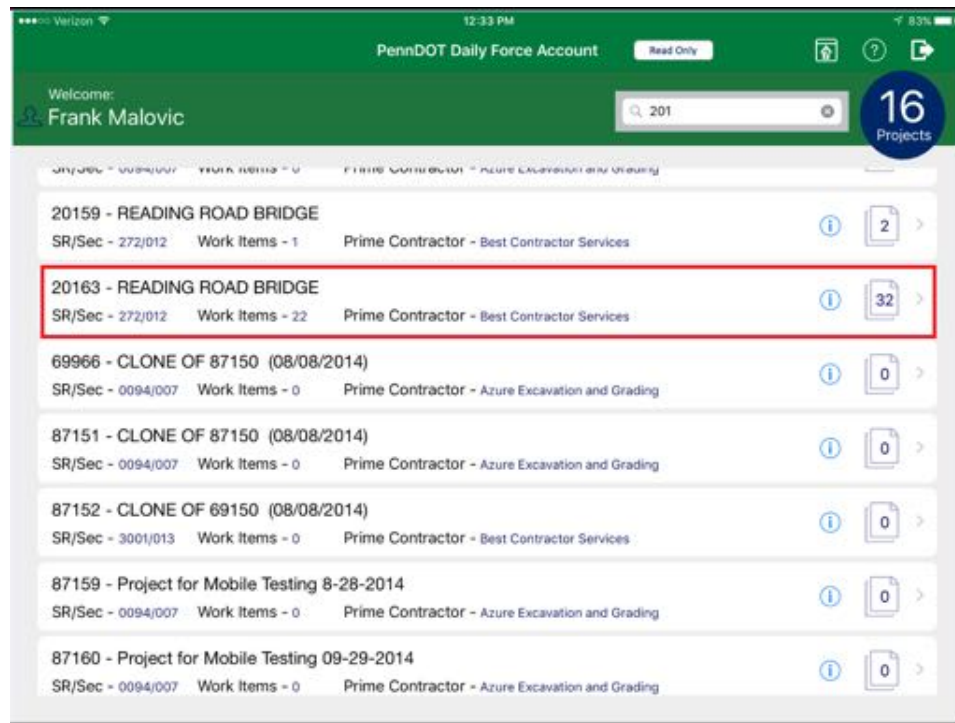


Then, simply begin typing characters or numbers present in your desired project. The list will adjust dynamically to quickly cull the list of projects.



Selecting a Project

To select a project, click anywhere on the Project Information. This will take you to the Force Account Dashboard screen for the project.



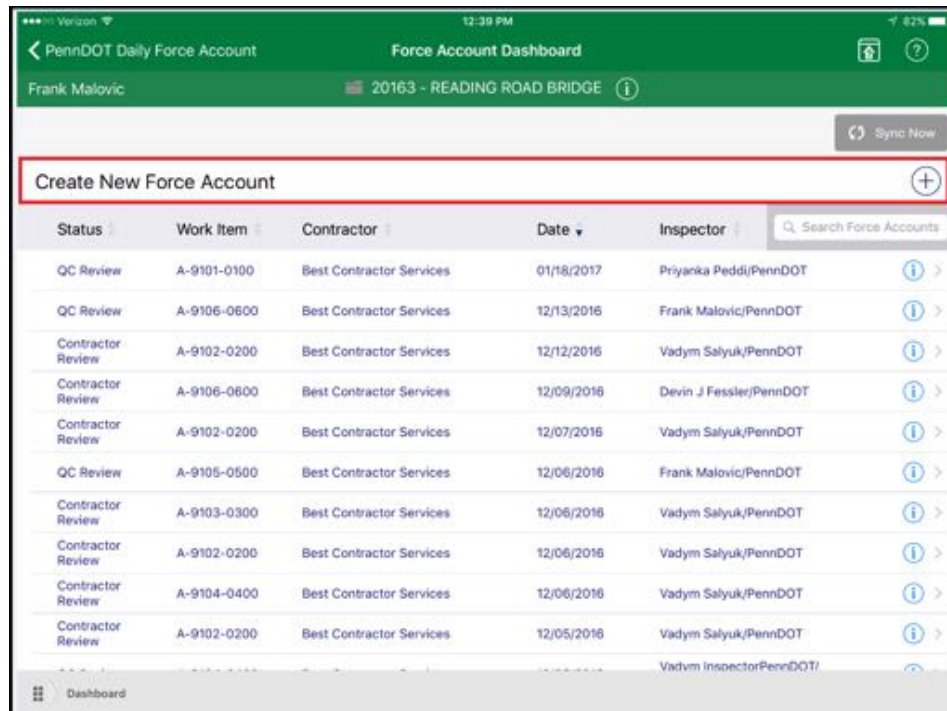
Force Account Dashboard

Overview

After selecting a project, the Force Account Dashboard screen will display a list of all Force Accounts that can be sorted and searched on. The ECMS project name, number, and “Information” button display at the top center. This information will be available throughout the application for easy identification of which project for which you are creating a Force Account.

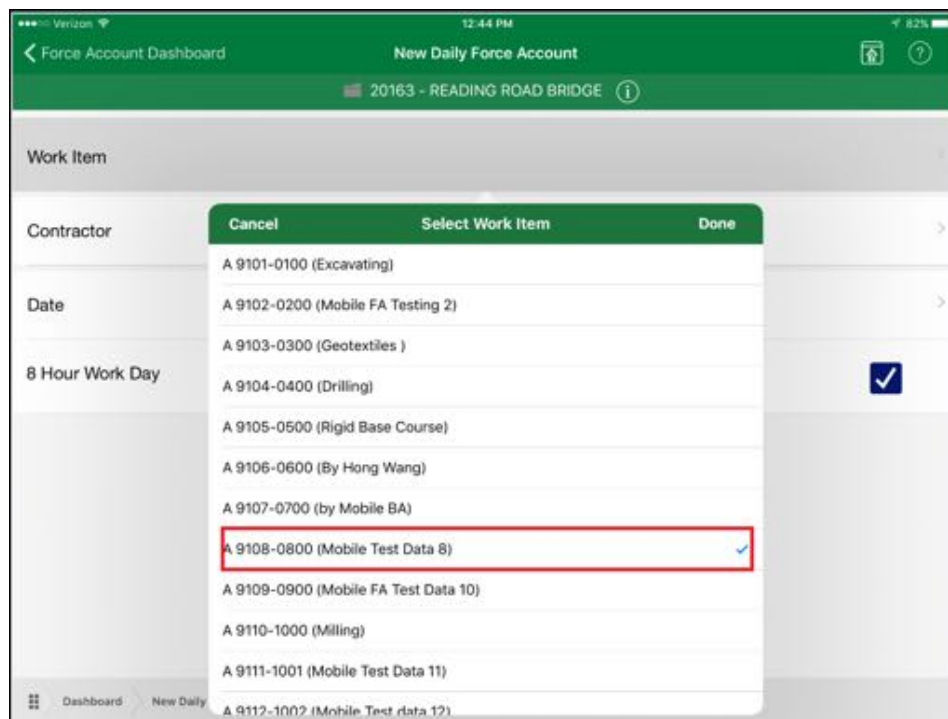
Create New Force Account

To create a new Force Account, tap anywhere on the “Create New Force Account” row.

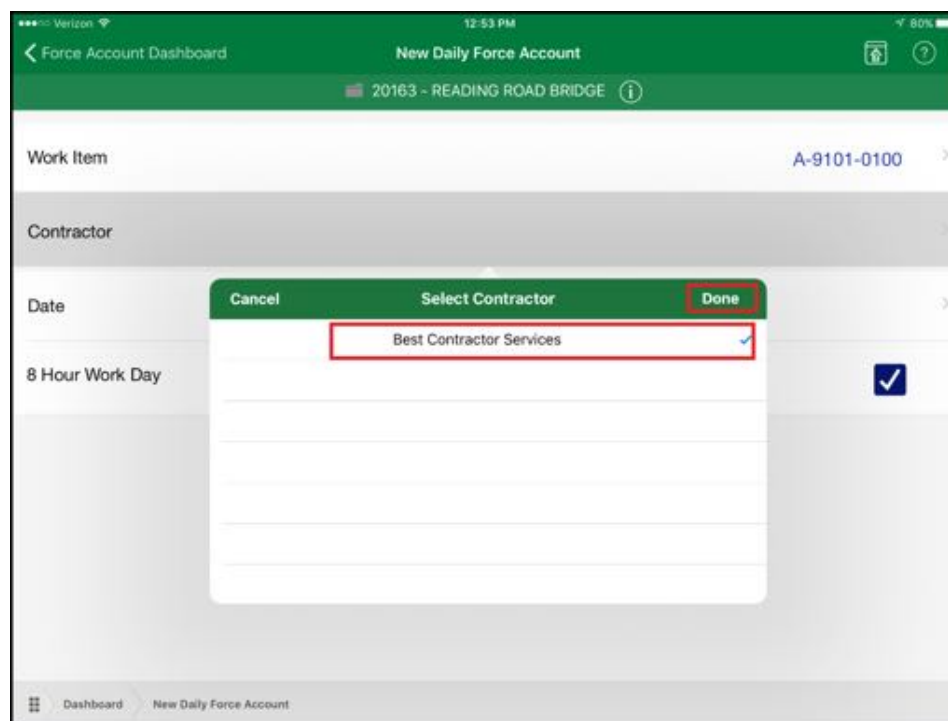


Status	Work Item	Contractor	Date	Inspector	Search Force Accounts
QC Review	A-9101-0100	Best Contractor Services	01/18/2017	Priyanka Peddi/PennDOT	(i) >
QC Review	A-9106-0600	Best Contractor Services	12/13/2016	Frank Malovic/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/12/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9106-0600	Best Contractor Services	12/09/2016	Devin J Fessler/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/07/2016	Vadym Salyuk/PennDOT	(i) >
QC Review	A-9105-0500	Best Contractor Services	12/06/2016	Frank Malovic/PennDOT	(i) >
Contractor Review	A-9103-0300	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9104-0400	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/05/2016	Vadym Salyuk/PennDOT	(i) >
				Vadym Inspector/PennDOT/	(i) >

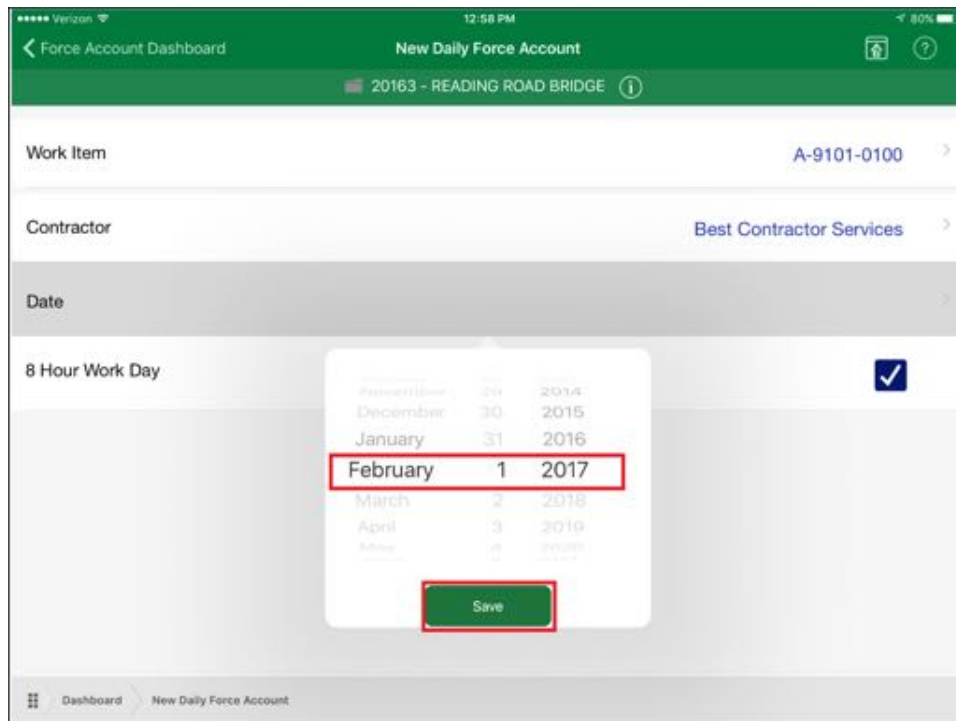
The New Daily Force Account screen appears. Tap anywhere on the Work Item row to display a list of Force Account items. Tap on a work item to add and tap “Done” to add the item to the Force Account.



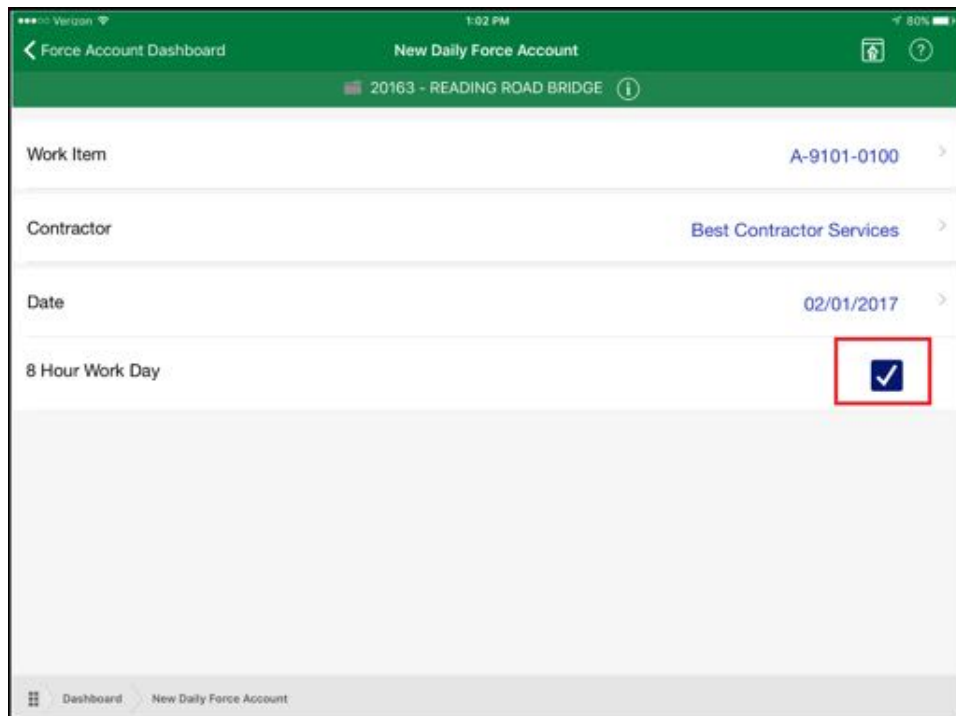
Tap anywhere on the Contractor row to display a list of contractors associated with the project. Tap on a contractor to add and click “Done” to add the contractor to the Force Account.



Tap anywhere on the Date row to display a date picker, which defaults to today's date. Select a date and click "Save" to add the date to the Force Account.

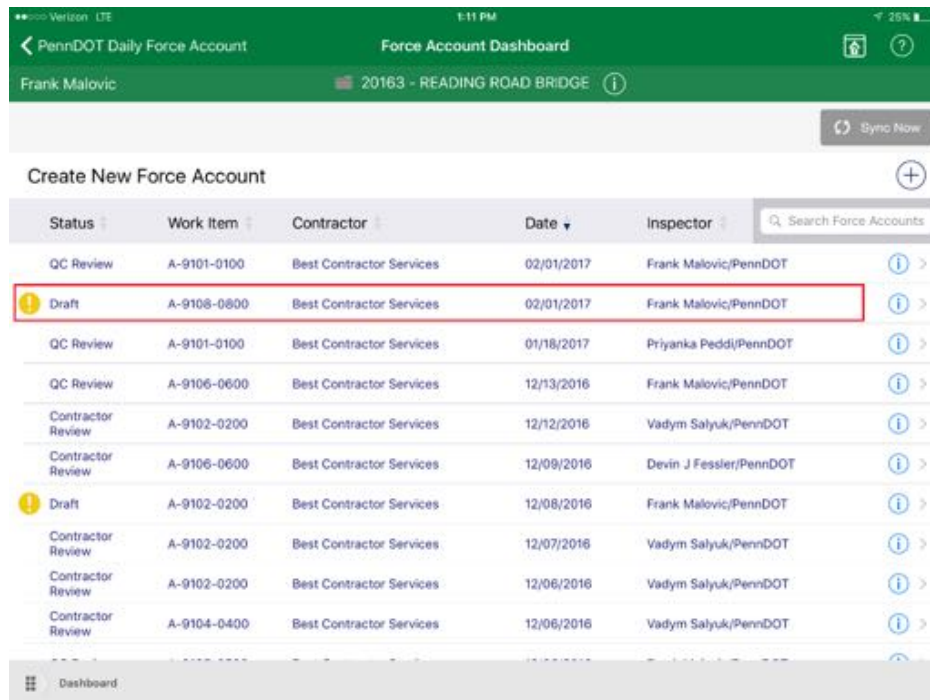


Eight Hour Work Day was the default value. Tap the checkbox to uncheck it if it is NOT an 8 Hour Work Day.



Return to the Force Account Dashboard by clicking the back navigational button in the upper left corner.

The new Force Account will be displayed in a Draft status.



Verizon LTE 1:11 PM 25%
PennDOT Daily Force Account Force Account Dashboard
Frank Malovic 20163 - READING ROAD BRIDGE

Sync Now

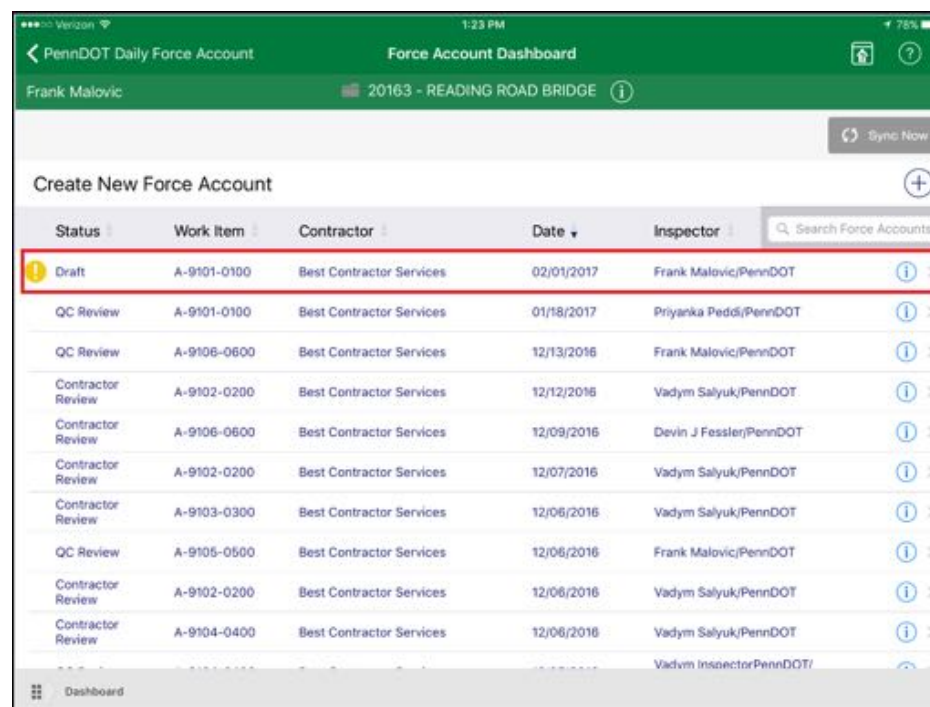
Create New Force Account

Status	Work Item	Contractor	Date	Inspector	
QC Review	A-9101-0100	Best Contractor Services	02/01/2017	Frank Malovic/PennDOT	(i) >
Draft	A-9108-0800	Best Contractor Services	02/01/2017	Frank Malovic/PennDOT	(i) >
QC Review	A-9101-0100	Best Contractor Services	01/18/2017	Priyanka Peddi/PennDOT	(i) >
QC Review	A-9106-0600	Best Contractor Services	12/13/2016	Frank Malovic/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/12/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9106-0600	Best Contractor Services	12/09/2016	Devin J Fessler/PennDOT	(i) >
Draft	A-9102-0200	Best Contractor Services	12/08/2016	Frank Malovic/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/07/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9104-0400	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >

Dashboard

Selecting a Force Account

To select a Force Account, simply tap on the applicable Force Account in the list.



Verizon 1:23 PM 78%
PennDOT Daily Force Account Force Account Dashboard
Frank Malovic 20163 - READING ROAD BRIDGE

Sync Now

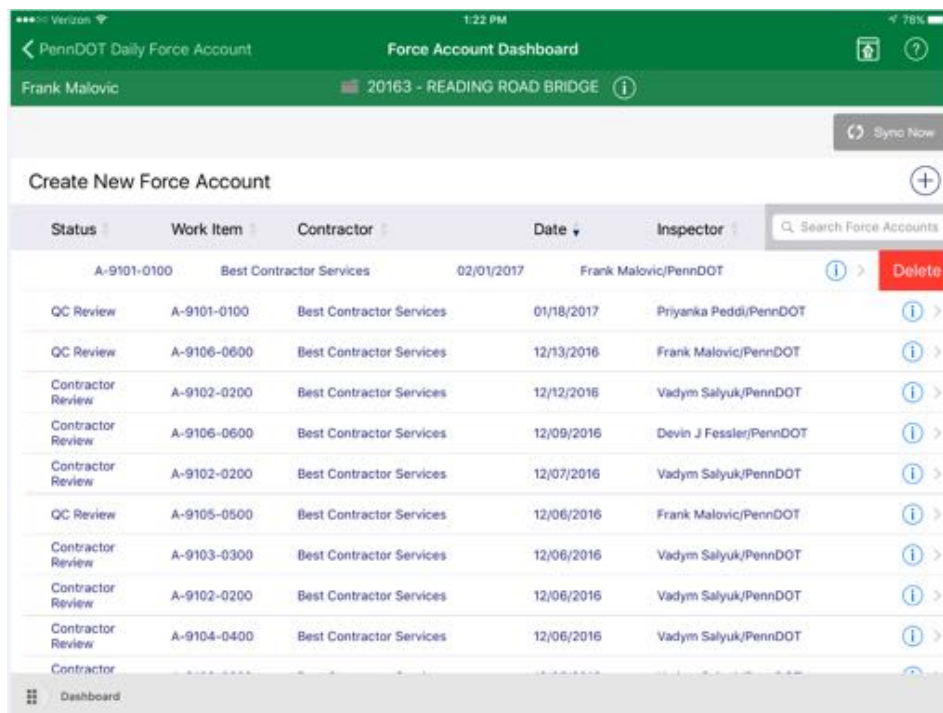
Create New Force Account

Status	Work Item	Contractor	Date	Inspector	
Draft	A-9101-0100	Best Contractor Services	02/01/2017	Frank Malovic/PennDOT	(i) >
QC Review	A-9101-0100	Best Contractor Services	01/18/2017	Priyanka Peddi/PennDOT	(i) >
QC Review	A-9106-0600	Best Contractor Services	12/13/2016	Frank Malovic/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/12/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9106-0600	Best Contractor Services	12/09/2016	Devin J Fessler/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/07/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9103-0300	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
QC Review	A-9105-0500	Best Contractor Services	12/06/2016	Frank Malovic/PennDOT	(i) >
Contractor Review	A-9102-0200	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
Contractor Review	A-9104-0400	Best Contractor Services	12/06/2016	Vadym Salyuk/PennDOT	(i) >
				Vadym Inspector/PennDOT/	(i) >

Dashboard

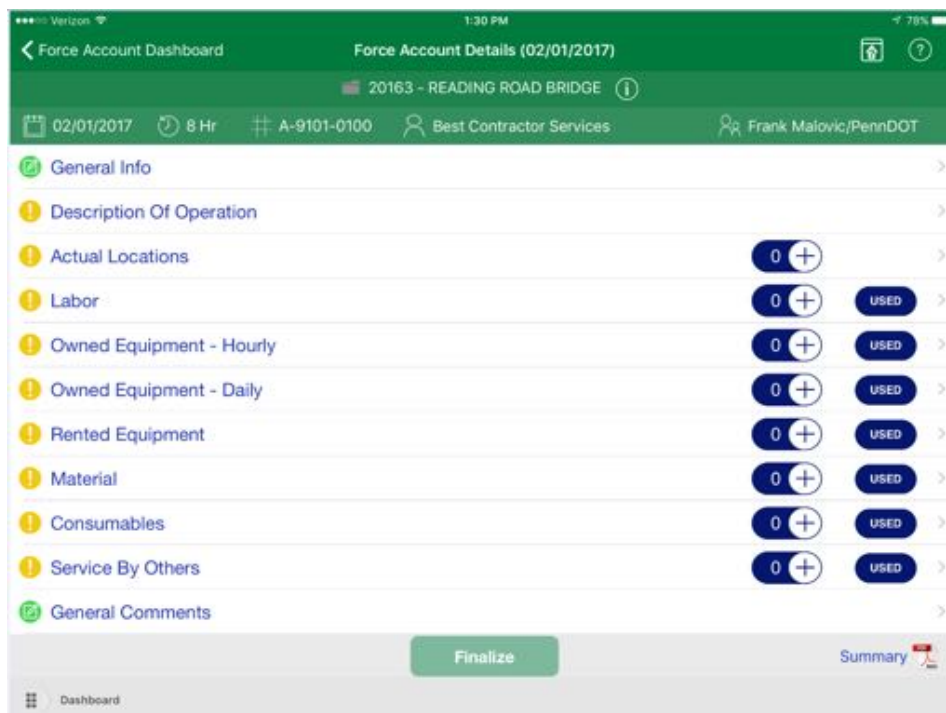
Delete a Force Account

To delete a Force Account, swipe the row from right to left to display the “Delete” button and tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right. You can only delete in Draft status.



Force Account Details

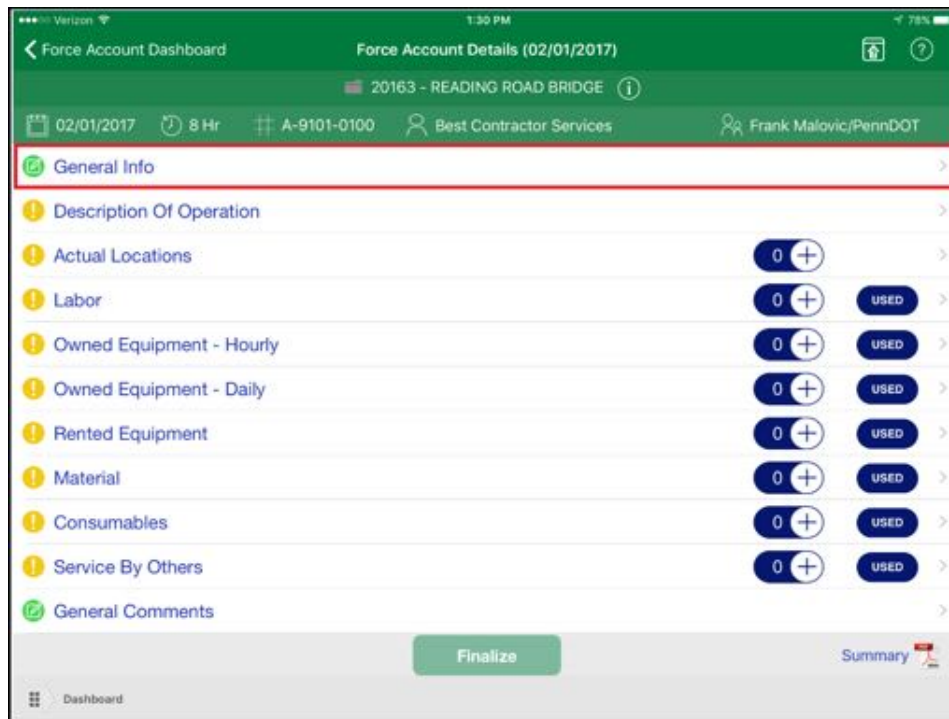
After selecting a Force Account you will be taken to the Force Account Details screen, which displays the Force Account Date, Work Item, Contractor, creator, as well as access to each Force Account section.



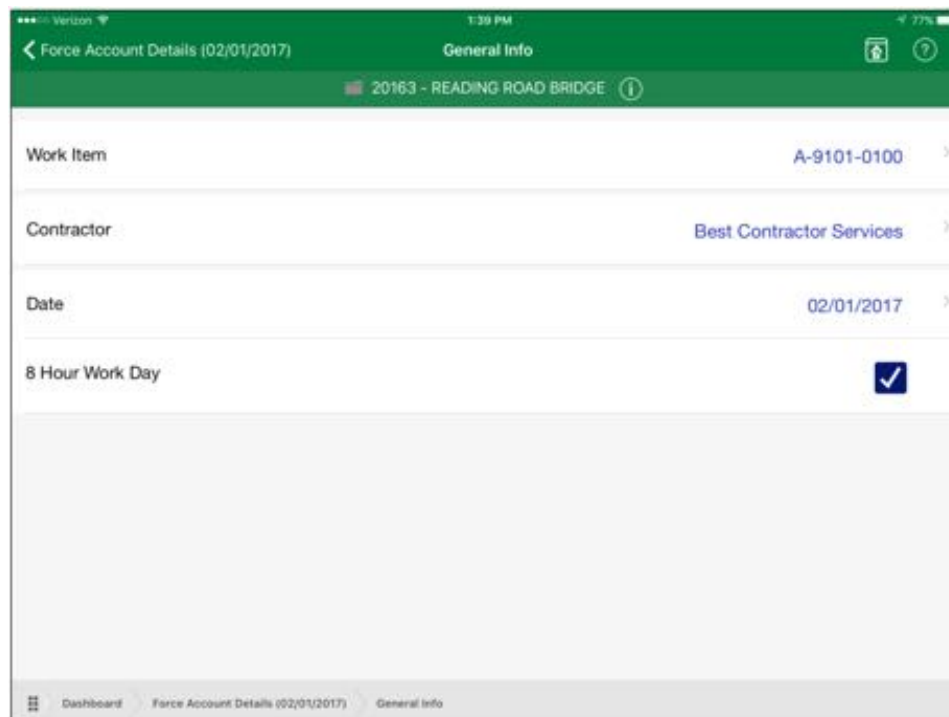
General Info

Accessing General Info

To access General Info, tap anywhere on the General Info row on the Force Account Details screen.



The New Daily Force Account screen will be displayed listing the Work Item, Contractor, Date, and 8 Hour Work Day (yes/no).



Work Item

The work item reflects what was chosen when the Force Account was created. If you need to change the work item, simply tap on the work item, adjust it accordingly, and tap “Done.”

Please Note: Once the Force Account is Finalized, the work item cannot be changed.

Contractor

The contractor reflects what was chosen when the Force Account was created. If you need to change the contractor, simply tap on the contractor, adjust it accordingly, and tap “Done.”

Please Note: Once Force Account is Finalized, the contractor cannot be changed.

Date

The date reflects what was chosen when the Force Account was created. If you need to change the date, simply tap on the date, adjust it accordingly and tap Save.

Please Note: Once Force Account is Finalized, the date cannot be changed.

8 Hour Work Day

The length of working hours will determine the some validations for the sum of Operation Hours and Stand-by Hours under Owned Equipment sections.

- If you tap 8 Hour Work Day (checkbox), the Force Account will be marked as the one of 8 Hour Work Day
- If you uncheck 8 Hour Work Day, the Force Account will be marked as the one with 10 hours limit for the work day

If you need to change the date, simply tap on the date, adjust it accordingly and tap Save.

Return to the Force Account Details by clicking the back navigational button in the upper left corner.

Description of Operation

Accessing Description of Operation

To access Description of Operations, tap anywhere on the Description of Operations row on the Force Account Details screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. At the top, there is a header bar with the title 'Force Account Dashboard' and 'Force Account Details (02/01/2017)'. Below the header, there is a green bar with project information: '20163 - READING ROAD BRIDGE', '02/01/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main content area lists several categories: 'General Info', 'Description Of Operation' (highlighted with a red box), 'Actual Locations', 'Labor', 'Owned Equipment - Hourly', 'Owned Equipment - Daily', 'Rented Equipment', 'Material', 'Consumables', 'Service By Others', and 'General Comments'. Each category has a yellow exclamation mark icon and a blue button with a plus sign. The 'Description Of Operation' row is the first one in the list. At the bottom, there is a 'Finalize' button and a 'Summary' link with a red icon.

Entering a New Description of Operation

To enter a new Description of Operation, tap anywhere within the text window. There is a limit of 1000 characters.

The screenshot shows the 'Edit Description Of Operation' screen. The header bar is green and contains the title 'Force Account Details (02/01/2017)' and 'Edit Description Of Operation'. Below the header, there is a green bar with project information: '20163 - READING ROAD BRIDGE', '02/01/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main content area is titled 'Description Of Operation' and shows a large text input field with the placeholder text 'Enter Description of Operation (Required) (max 1000 characters)'. The text '1000 characters remaining' is displayed in the top right corner of the input field. At the bottom, there is a navigation bar with three items: 'Dashboard', 'Force Account Details (02/01/2017)', and 'Add Description Of Operation'.

When you navigate back to the Force Accounts Detail screen, the Description of Operation will display with the “edited” icon.

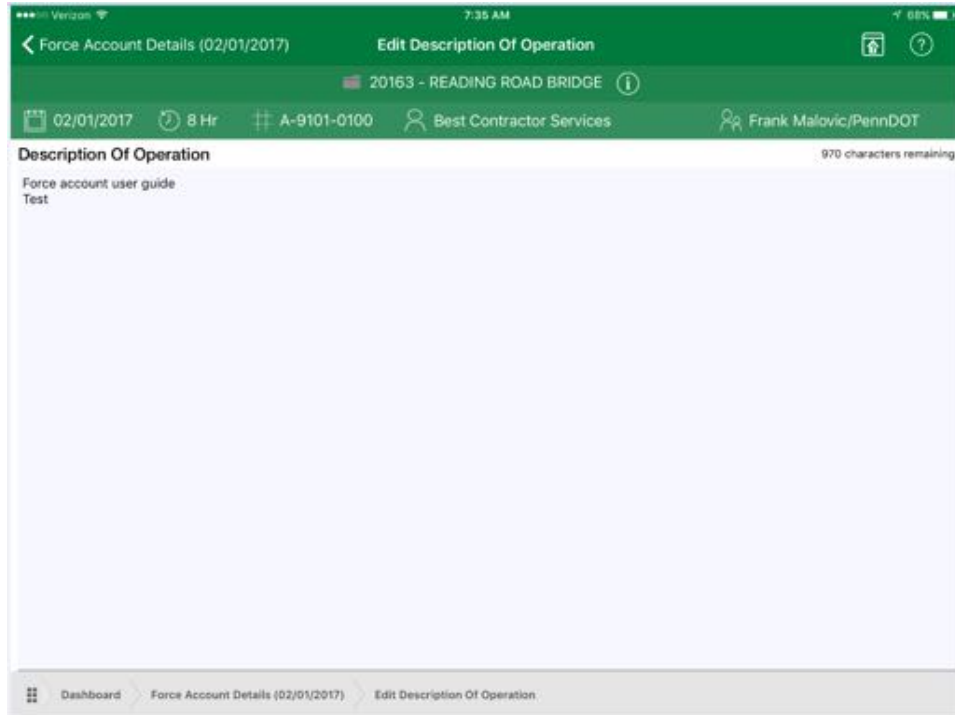
The screenshot shows the 'Force Account Details (02/01/2017)' screen. The header bar is green and contains the title 'Force Account Details (02/01/2017)' and a home icon. Below the header, a green bar displays '20163 - READING ROAD BRIDGE' with an information icon. The main content area has a green bar with the date '02/01/2017', time '8 Hr', project code 'A-9101-0100', contractor 'Best Contractor Services', and user 'Frank Malovic/PennDOT'. Below this, a list of items is shown: 'General Info', 'Description Of Operation', 'Actual Locations', 'Labor', 'Owned Equipment - Hourly', 'Owned Equipment - Daily', 'Rented Equipment', 'Material', 'Consumables', 'Service By Others', and 'General Comments'. The 'Description Of Operation' row is highlighted with a red box and has a green 'edited' icon to its left. To the right of each item is a blue button with a plus sign and a 'USED' button. At the bottom, there is a 'Finalize' button and a 'Summary' link with a red icon. The bottom navigation bar shows 'Dashboard' and 'Force Account Details (02/01/2017)'.

Editing a Description of Operation

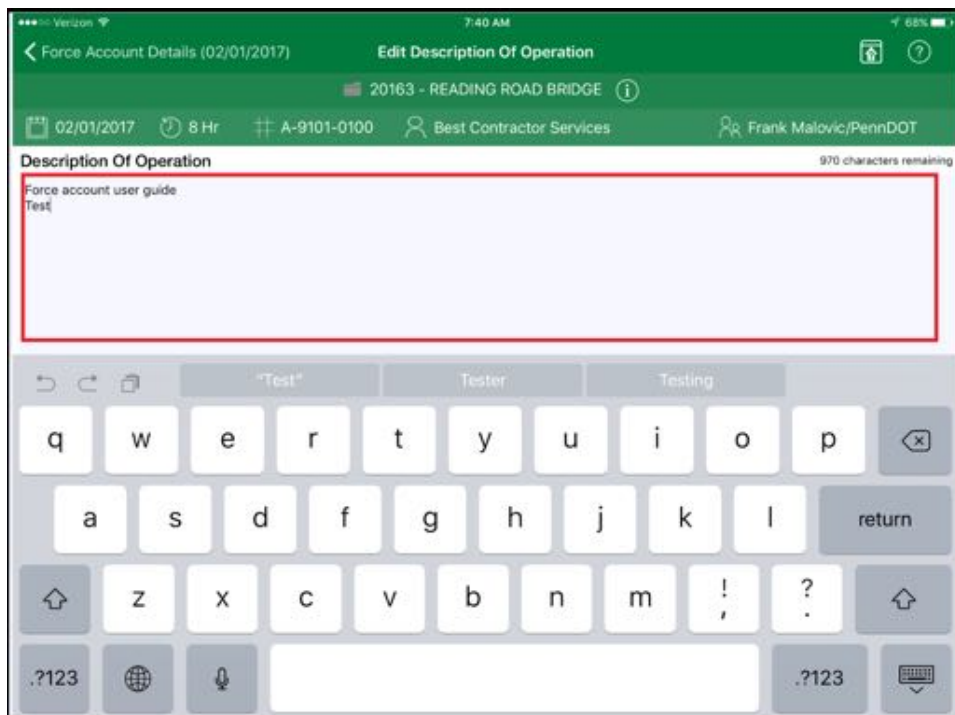
To edit an existing Description of Operation, tap anywhere on the Description of Operation row from the Force Account Details screen.

This screenshot is identical to the one above, showing the 'Force Account Details (02/01/2017)' screen. The 'Description Of Operation' row is highlighted with a red box, indicating it is the row to be edited. The rest of the screen, including the header, main content area, and bottom navigation bar, is the same as in the previous image.

The Description of Operation screen is displayed.



You can edit the Description of Operation by tapping anywhere within the text window.

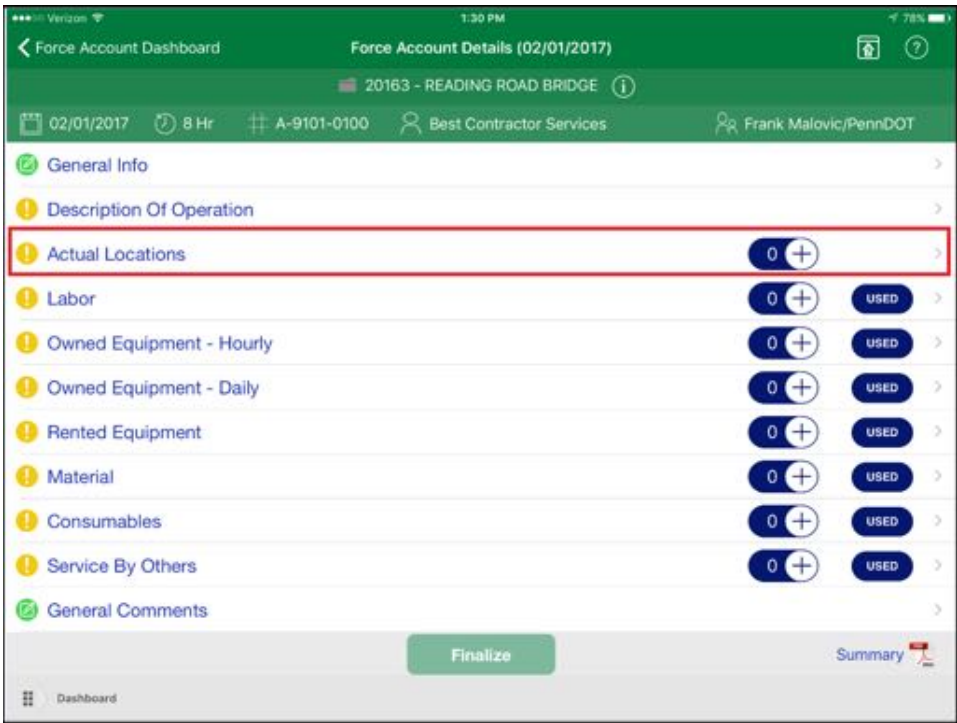


On the text window that is displayed, adjust the entry as necessary and navigate back to the Force Accounts Detail screen.

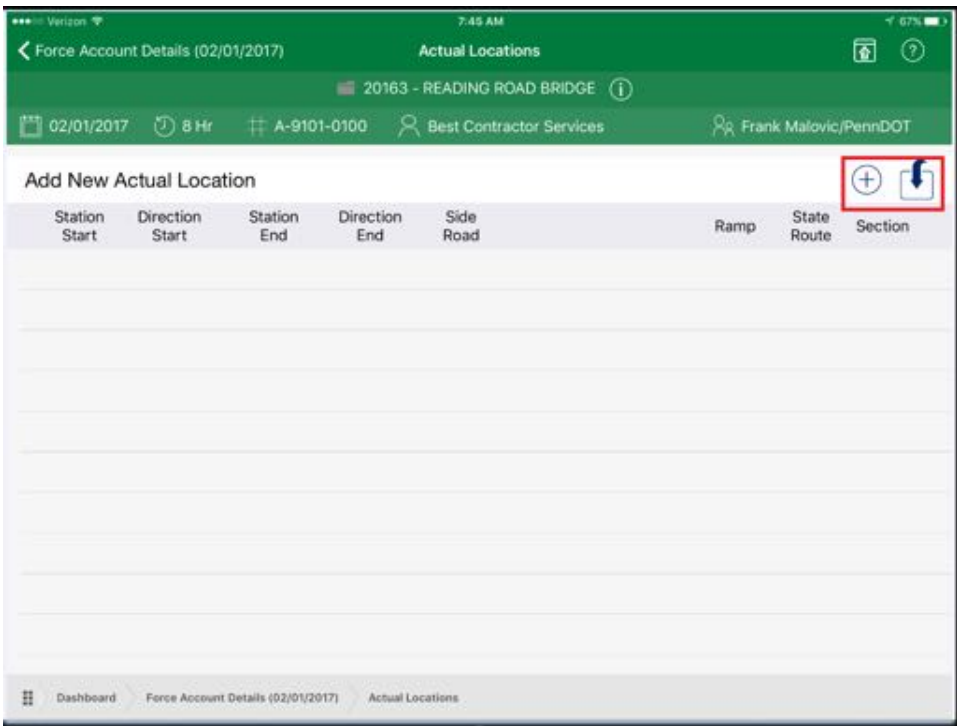
Actual Locations

Accessing Actual Locations

To access Actual Locations, tap anywhere on the Actual Locations row on the Force Account Details screen.



The Actual Locations screen will be displayed. Here, you have two options. You can enter the specific Actual Location data manually or you can import existing Actual Location data from an associated PSA.



Entering a New Actual Location

To enter a new Actual Location manually, tap on the “Add New Actual Location” row.

The screenshot shows a mobile application interface for managing actual locations. At the top, there's a green header bar with a back arrow, the text "Force Account Details (02/01/2017)", and "Actual Locations". Below this, a green bar contains project details: "20163 - READING ROAD BRIDGE", "02/01/2017", "8 Hr", "A-9101-0100", "Best Contractor Services", and "Frank Malovic/PennDOT". A red box highlights the "Add New Actual Location" button, which is a white square with a blue plus sign. Below the button is a table with the following columns: Station Start, Direction Start, Station End, Direction End, Side Road, Ramp, State Route, and Section. The table is currently empty. At the bottom, there's a navigation bar with icons for Dashboard, Force Account Details (02/01/2017), Actual Locations, and Add New Actual Location.

The Add New Actual Location screen displays.

The screenshot shows the "Add New Actual Location" screen in a mobile application. The header is green and contains a back arrow, "Actual Locations", and "Add New Actual Location". Below the header, a green bar contains project details: "20163 - READING ROAD BRIDGE", "02/01/2017", "8 Hr", "A-9101-0100", "Best Contractor Services", and "Frank Malovic/PennDOT". The main content area is divided into two columns of input fields. The left column contains: "Station Start" (Enter Station Start (Required) (max 15 characters)), "Direction Start" (Enter Direction Start (max 15 characters)), "Side Road" (Enter Side Road (max 30 characters)), and "State Route ID" (Enter State Route ID (max 4 characters)). The right column contains: "Station End" (Enter Station End (max 15 characters)), "Direction End" (Enter Direction End (max 15 characters)), "Ramp" (Enter Ramp (max 6 characters)), and "Section" (Enter Section (max 3 characters)). At the bottom, there's a navigation bar with icons for Dashboard, Force Account Details (02/01/2017), Actual Locations, and Add New Actual Location.

Tap in the Station Start field to enter start location using the keyboard (Station Start is the only mandatory field) and, if necessary, enter the Station End, Direction Start, Direction End, Side Road, Ramp, State Route ID, and Section.

Add New Actual Location

20163 - READING ROAD BRIDGE ⓘ

02/01/2017 ⌚ 8 Hr # A-9101-0100 👤 Best Contractor Services 👤 Frank Malovic/PennDOT

Station Start Hershey Park	Station End Capitol
Direction Start West	Direction End East
Side Road Left	Ramp Enter Ramp (max 6 characters)
State Route ID 322	Section 42

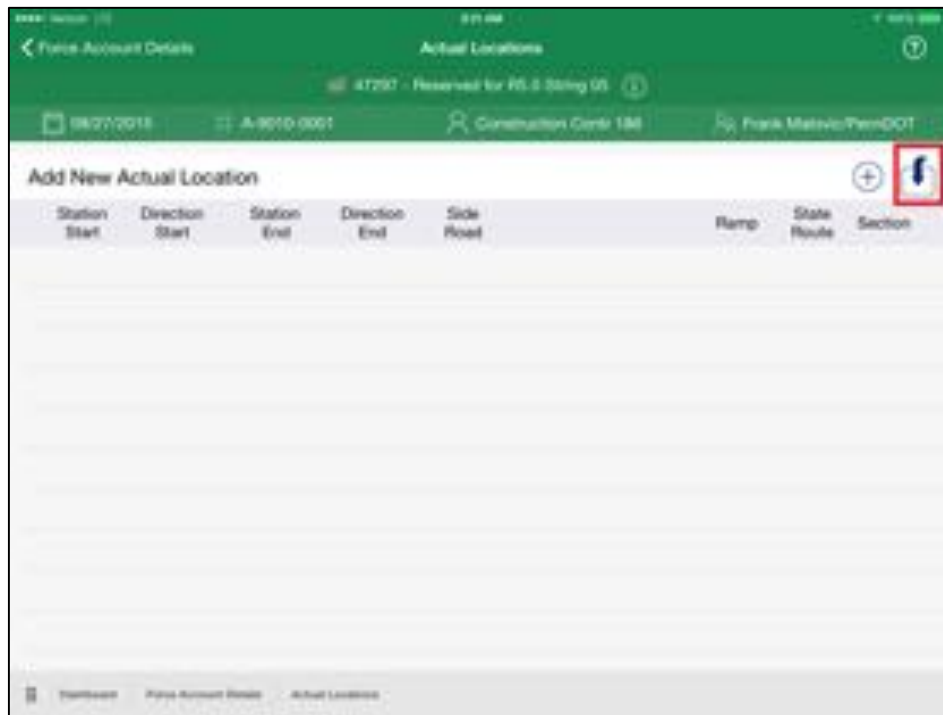
Dashboard Force Account Details (02/01/2017) Actual Locations Add New Actual Location

When you navigate back to the Actual Locations screen, the Actual Locations will display with the editable icon.

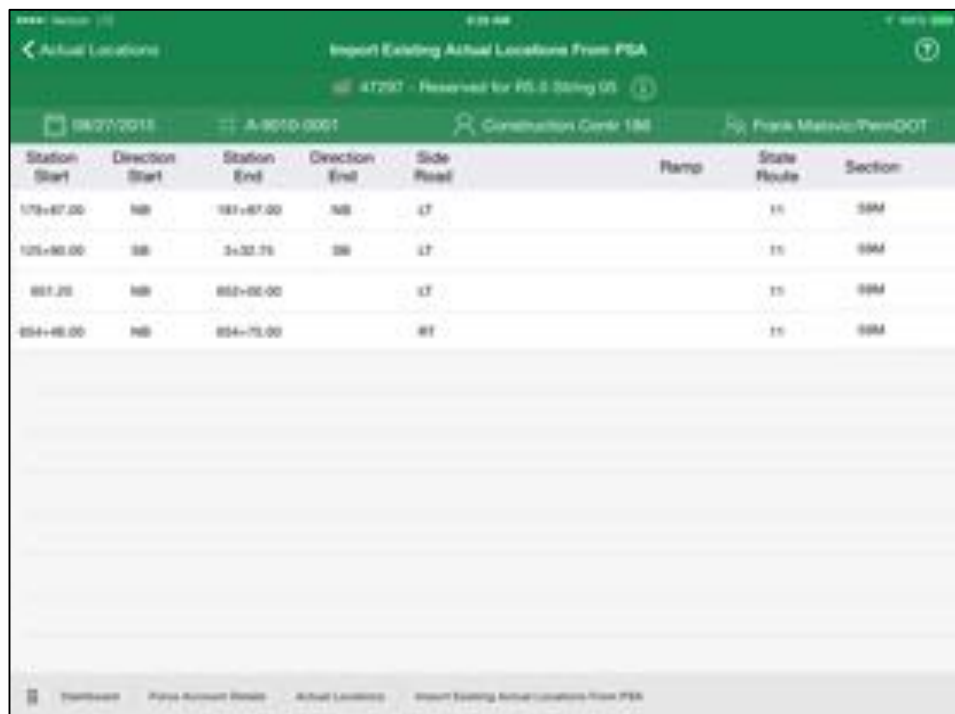
[illegible]

Importing an Actual Location

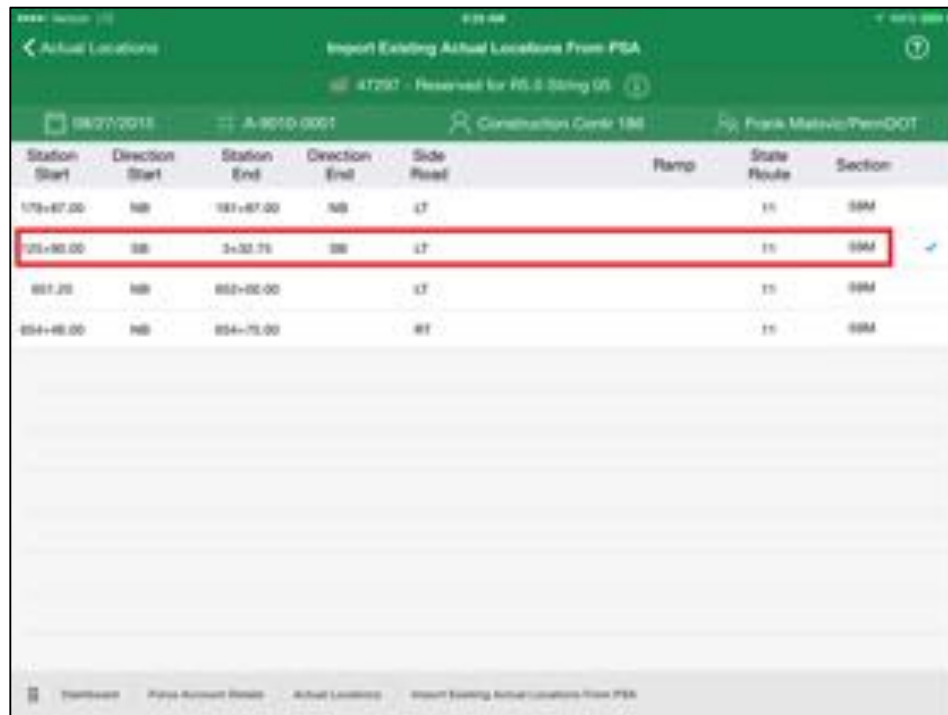
To import an Actual Location, tap on the import icon on the “Add New Actual Location” row.



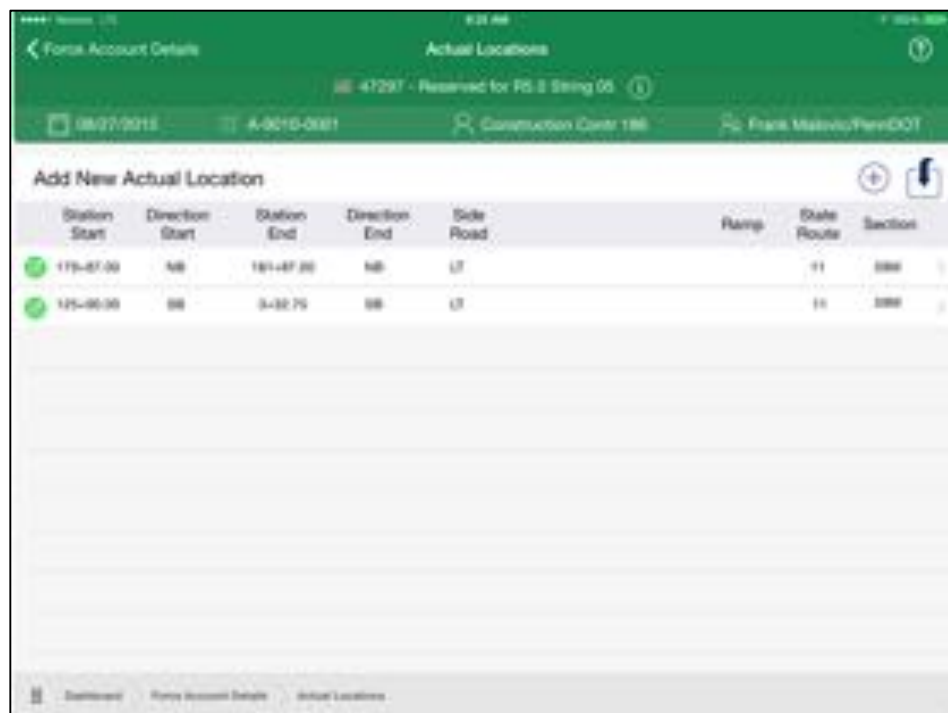
The Import Existing Actual Locations From PSA screen displays listing associated Actual Locations.



Select an Actual Location by tapping on the respective row. A check mark displays at the end of the row designating the Actual Location as selected. To unselect the Actual Location, tap on the respective row again and the check mark no longer displays.

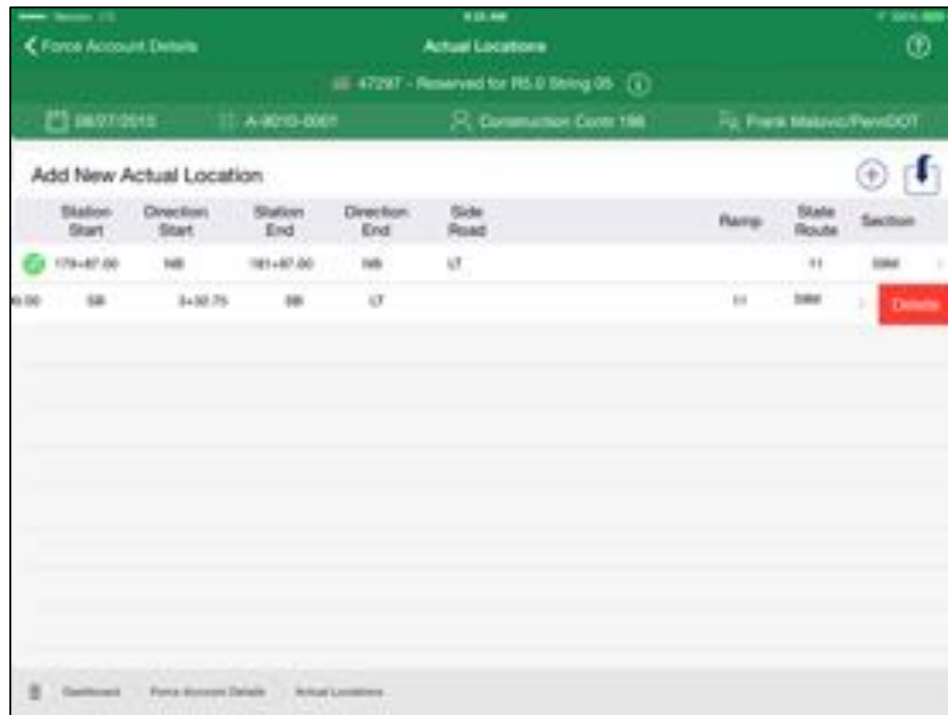


When you navigate back to the Actual Locations screen, the selected Actual Location will display with the editable icon.



Deleting an Actual Location

To delete an existing Actual Location, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Labor

Accessing Labor

To access Labor, tap anywhere on the Labor row on the Force Account Details screen. The Labor screen will be displayed.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. The top bar is green with a back arrow, the title 'Force Account Details (02/01/2017)', and a home icon. Below the bar, a summary line shows '20163 - READING ROAD BRIDGE', '02/01/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main list includes 'General Info', 'Description Of Operation', 'Actual Locations' (with a '0 +' button), 'Labor' (highlighted with a red box, with a '0 +' button and a 'USED' button), 'Owned Equipment - Hourly' (with a '0 +' button and a 'USED' button), 'Owned Equipment - Daily' (with a '0 +' button and a 'USED' button), 'Rented Equipment' (with a '0 +' button and a 'USED' button), 'Material' (with a '0 +' button and a 'USED' button), 'Consumables' (with a '0 +' button and a 'USED' button), 'Service By Others' (with a '0 +' button and a 'USED' button'), and 'General Comments'. At the bottom are 'Finalize' and 'Summary' buttons.

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no labor involved in this Force Account.

The screenshot shows the 'Force Account Details (02/01/2017)' screen after the 'USED' button on the 'Labor' row has been tapped. The 'Actual Locations' row now shows '1 +' instead of '0 +'. The 'Labor' row now has a 'Not Used' button instead of the 'USED' button, and this button is highlighted with a red box. All other rows and the bottom 'Finalize' and 'Summary' buttons remain the same.

Then No Labor checkbox is checked automatically on the Labor screen.

This screenshot shows the 'Labor' screen in a mobile application. The top header is green and contains a back arrow, the text 'Force Account Details (02/01/2017)', the title 'Labor', and icons for a home button and help. Below the header, a green bar displays project information: '20163 - READING ROAD BRIDGE', a date '02/01/2017', duration '8 Hr', ID 'A-9101-0100', contractor 'Best Contractor Services', and user 'Frank Malovic/PennDOT'. A red box highlights the 'No Labor' checkbox, which is checked with a white checkmark. Below this is a section titled 'Add New Labor' with a plus icon and a list icon. A table with five columns is shown: 'Classification', 'Name', 'Individual ID', 'Straight Hours', and 'Overtime Hours'. The table body is empty. At the bottom, a grey navigation bar contains icons for 'Dashboard', 'Force Account Details (02/01/2017)', and 'Labor'.

Classification	Name	Individual ID	Straight Hours	Overtime Hours
----------------	------	---------------	----------------	----------------

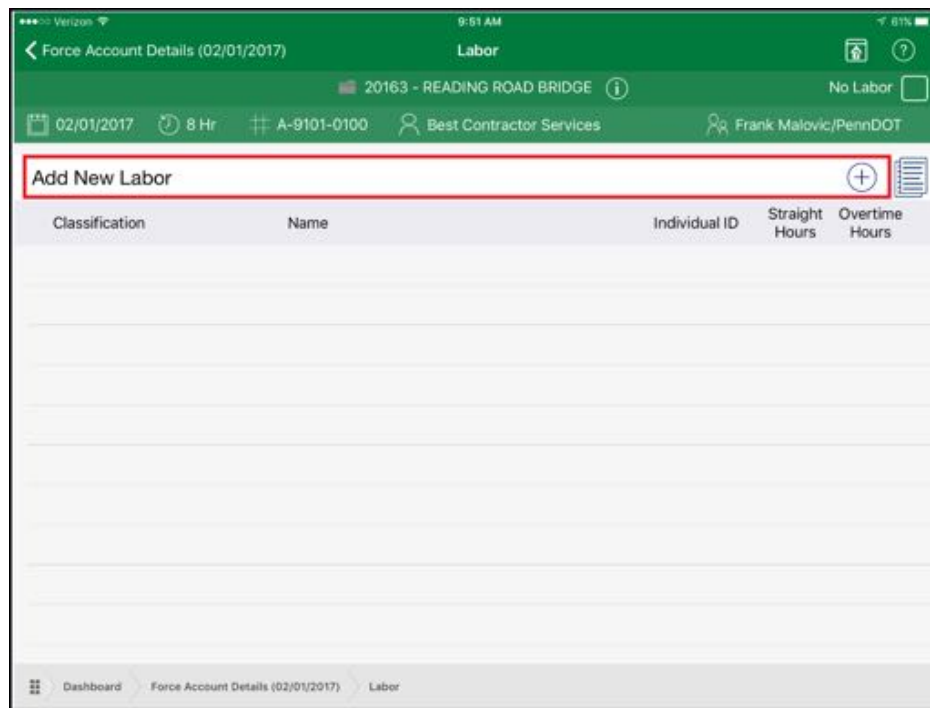
After tapping the labor row on the Force Account Details screen, you will see the Labor screen. Here, you have three options. You can enter the specific Labor data manually or clone existing Labor data from previous Force Accounts, or you can select No Labor if there is no labor to document.

This screenshot shows the 'Labor' screen with the 'No Labor' checkbox unchecked. A red box highlights the 'Add New Labor' section, which contains a plus icon and a list icon. The table structure is identical to the previous screenshot, with columns for 'Classification', 'Name', 'Individual ID', 'Straight Hours', and 'Overtime Hours'. The bottom navigation bar remains the same.

Classification	Name	Individual ID	Straight Hours	Overtime Hours
----------------	------	---------------	----------------	----------------

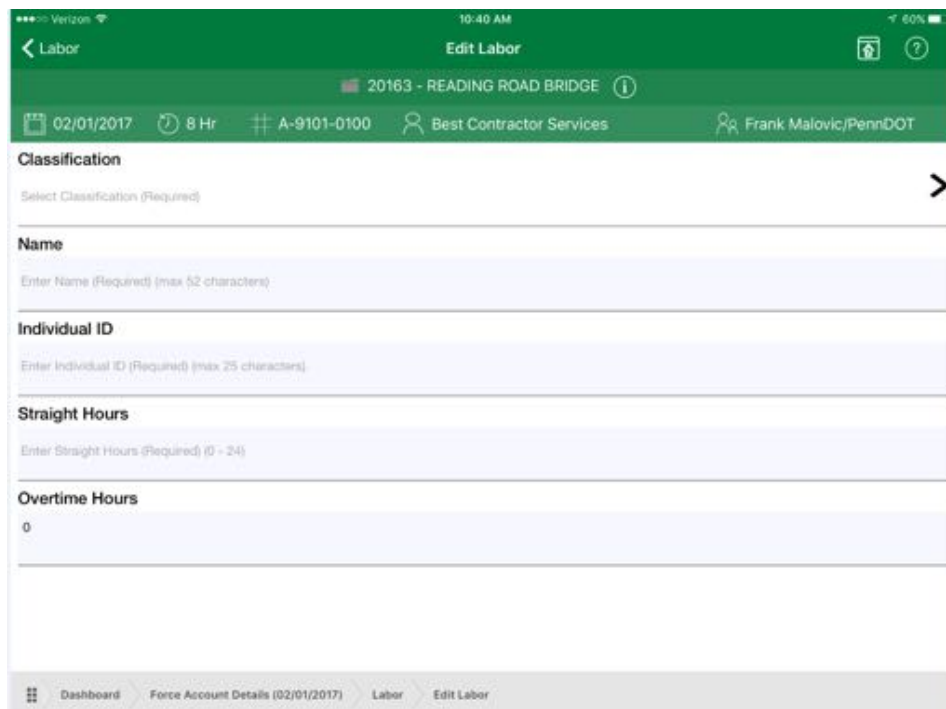
Entering New Labor

To enter new Labor manually, tap on the “Add New Labor” row.



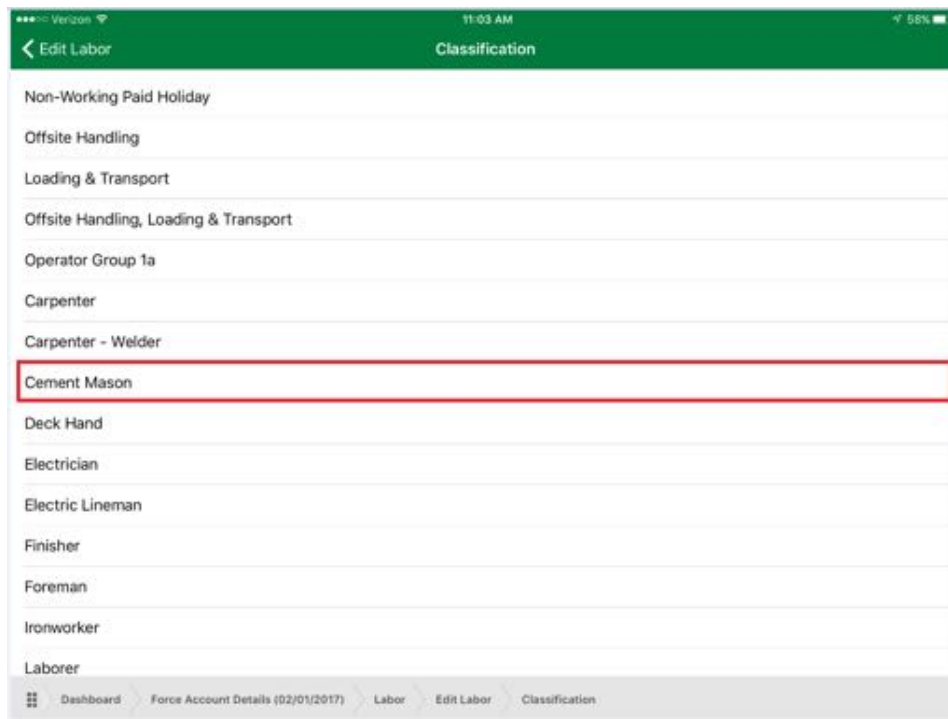
The screenshot shows the 'Add New Labor' screen. At the top, there is a green header bar with a back arrow, 'Force Account Details (02/01/2017)', 'Labor', and a 'No Labor' checkbox. Below the header, there is a summary bar with a calendar icon, '02/01/2017', a clock icon, '8 Hr', a hash icon, 'A-9101-0100', a person icon, 'Best Contractor Services', and a person icon, 'Frank Malovic/PennDOT'. The main content area has a red-bordered box at the top with the text 'Add New Labor' and a plus icon. Below this is a table with the following columns: 'Classification', 'Name', 'Individual ID', 'Straight Hours', and 'Overtime Hours'. The table is currently empty. At the bottom, there is a navigation bar with icons for 'Dashboard', 'Force Account Details (02/01/2017)', and 'Labor'.

The Add New Labor screen displays.

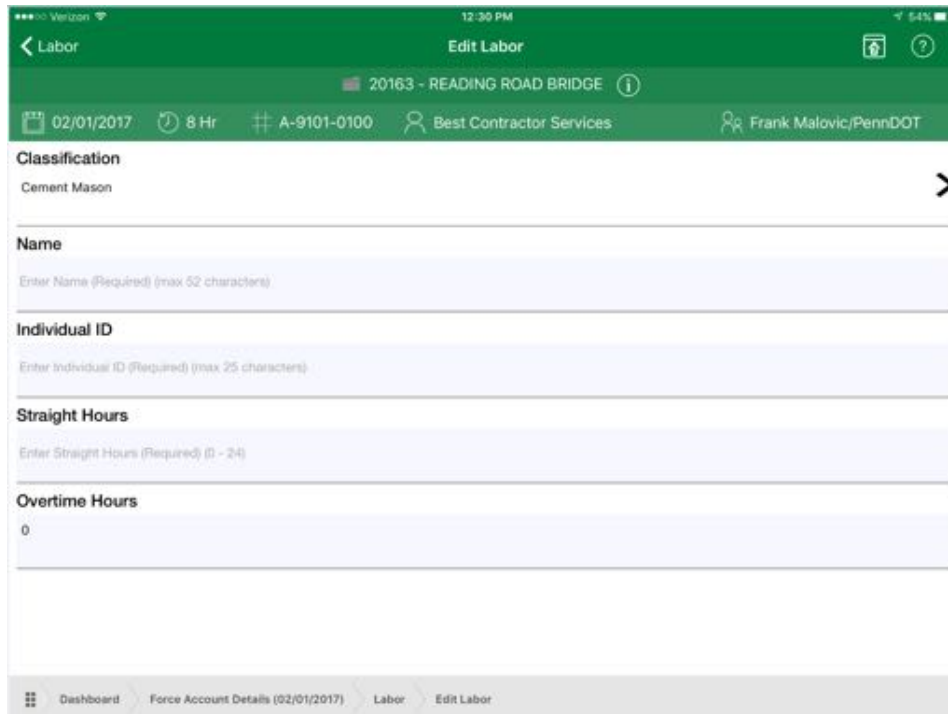


The screenshot shows the 'Edit Labor' screen. At the top, there is a green header bar with a back arrow, 'Labor', 'Edit Labor', and a 'No Labor' checkbox. Below the header, there is a summary bar with a calendar icon, '02/01/2017', a clock icon, '8 Hr', a hash icon, 'A-9101-0100', a person icon, 'Best Contractor Services', and a person icon, 'Frank Malovic/PennDOT'. The main content area has several input fields: 'Classification' with a right arrow, 'Name' with a right arrow, 'Individual ID' with a right arrow, 'Straight Hours' with a right arrow, and 'Overtime Hours' with a right arrow. Each field has a placeholder text indicating it is required and the maximum number of characters. At the bottom, there is a navigation bar with icons for 'Dashboard', 'Force Account Details (02/01/2017)', 'Labor', and 'Edit Labor'.

Tap in the Classification field to display a list of labor classifications. Select a Classification by tapping on the respective row.



The Add New Labor screen displays with the selected Classification



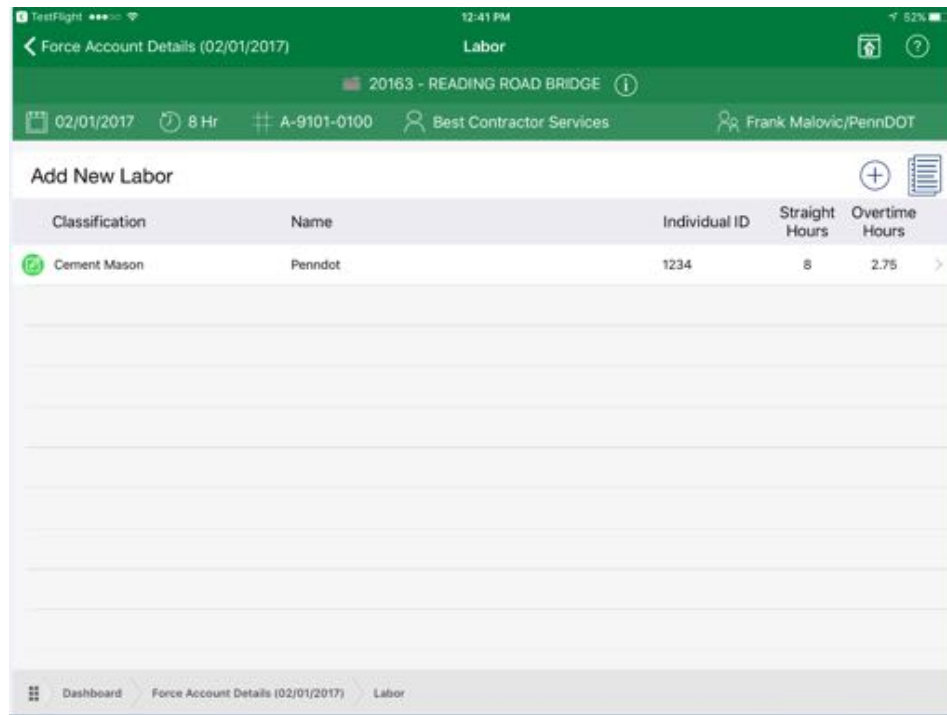
Tap in the Name field to enter the worker's name using the keyboard.

This screenshot shows the 'Edit Labor' form in a mobile application. The form is titled 'Edit Labor' and has a green header bar. Below the header, there is a section for '20163 - READING ROAD BRIDGE' with a date of '02/01/2017', a time of '8 Hr', a location code of 'A-9101-0100', and a contractor 'Best Contractor Services'. The user 'Frank Malovic/PennDOT' is also listed. The 'Classification' is 'Cement Mason'. The 'Name' field is highlighted with a red border and contains the text 'Penndot'. A keyboard is open below the form, showing the text 'Penndot' in the input field.

Continue adding the remaining required labor data (Individual ID and Straight Hours). Overtime Hours is an optional field.

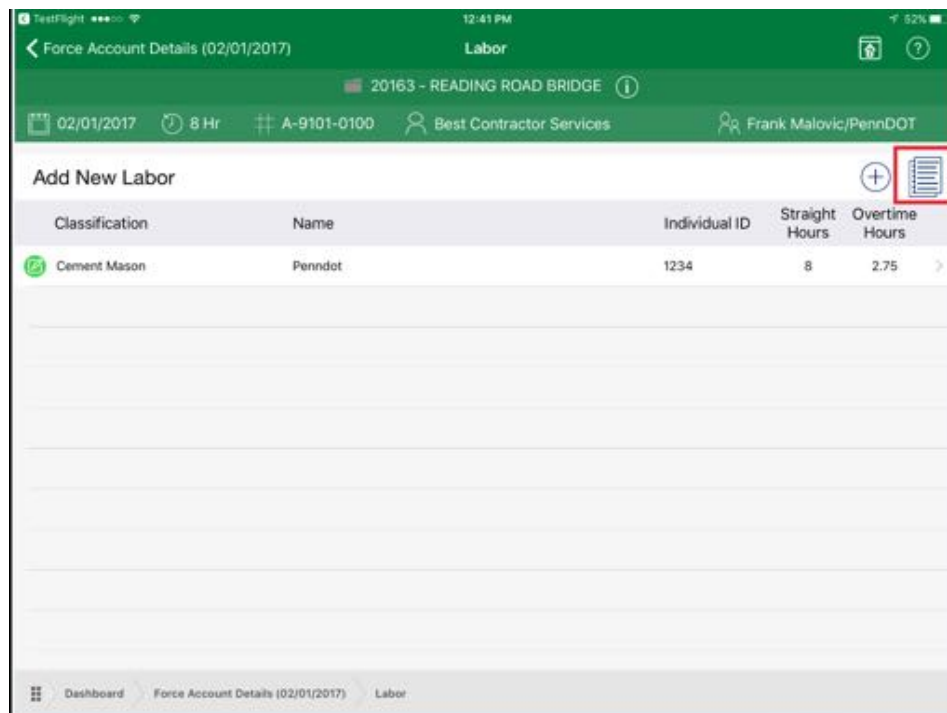
This screenshot shows the 'Edit Labor' form with all fields filled out. The 'Name' field contains 'Penndot'. The 'Individual ID' field contains '1234'. The 'Straight Hours' field contains '8'. The 'Overtime Hours' field contains '2.75'. The form is titled 'Edit Labor' and has a green header bar. Below the header, there is a section for '20163 - READING ROAD BRIDGE' with a date of '02/01/2017', a time of '8 Hr', a location code of 'A-9101-0100', and a contractor 'Best Contractor Services'. The user 'Frank Malovic/PennDOT' is also listed. The 'Classification' is 'Cement Mason'. The bottom of the screen shows a navigation bar with 'Dashboard', 'Force Account Details (02/01/2017)', 'Labor', and 'Edit Labor'.

Return to the Labor screen by clicking the back navigational button in the upper left corner. The new labor will display with the editable icon.

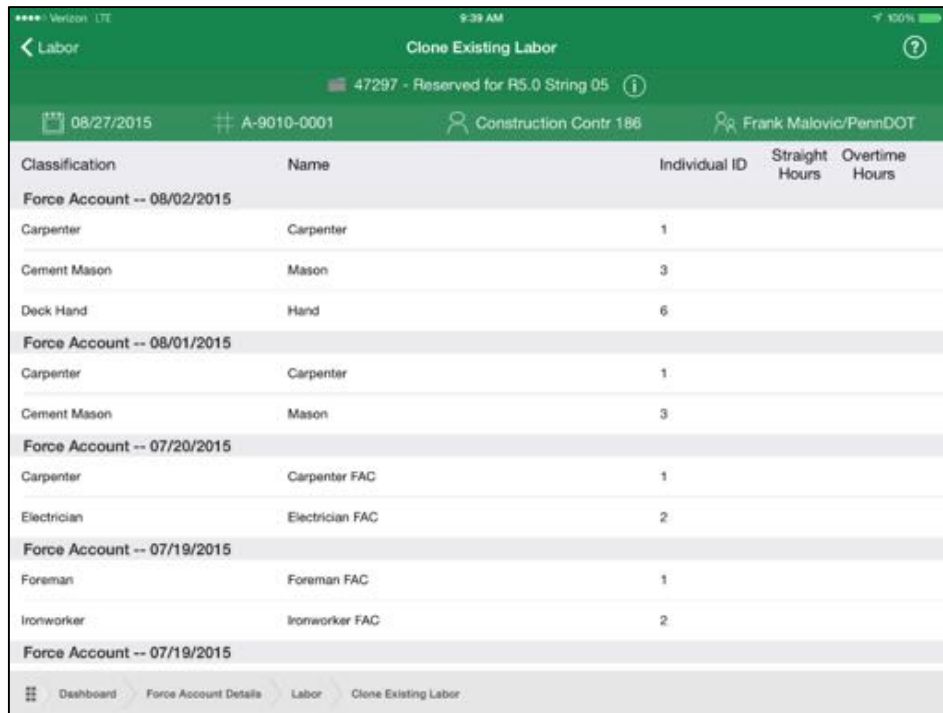


Cloning a Classification

To clone a Classification, tap on the clone icon on the “Add New Labor” row.




The Clone Existing Labor screen displays listing labor data used on previous Force Accounts.



Classification	Name	Individual ID	Straight Hours	Overtime Hours
Force Account -- 08/02/2015				
Carpenter	Carpenter	1		
Cement Mason	Mason	3		
Deck Hand	Hand	6		
Force Account -- 08/01/2015				
Carpenter	Carpenter	1		
Cement Mason	Mason	3		
Force Account -- 07/20/2015				
Carpenter	Carpenter FAC	1		
Electrician	Electrician FAC	2		
Force Account -- 07/19/2015				
Foreman	Foreman FAC	1		
Ironworker	Ironworker FAC	2		
Force Account -- 07/19/2015				

Select a Labor by tapping on the respective row. A check mark displays at the end of the row designating the Labor as selected. To unselect the Labor, tap on the respective row again and the check mark no longer displays.



Classification	Name	Individual ID	Straight Hours	Overtime Hours
Force Account -- 08/02/2015				
Carpenter	Carpenter	1		
Cement Mason	Mason	3		
Deck Hand	Hand	6		
Force Account -- 08/01/2015				
Carpenter	Carpenter	1		
Cement Mason	Mason	3		
Force Account -- 07/20/2015				
Carpenter	Carpenter FAC	1		
Electrician	Electrician FAC	2		
Force Account -- 07/19/2015				
Foreman	Foreman FAC	1		
Ironworker	Ironworker FAC	2		
Force Account -- 07/19/2015				

Tap Straight and Overtime Hours fields to input the total hours worked for the day.

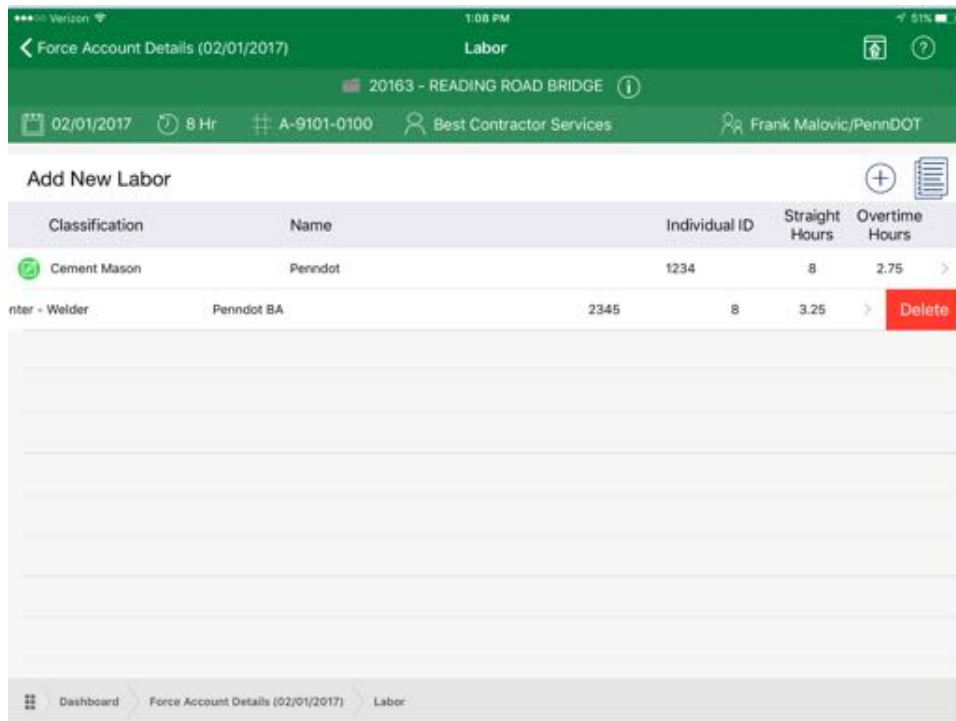
Classification	Name	Individual ID	Straight Hours	Overtime Hours
Force Account -- 08/03/2015				
Cement Mason	Mason	3		
Deck Hand	Hand	6		
Force Account -- 08/05/2015				
Carpenter	Carpenter	1		
Cement Mason	Mason	3	4	0

When you navigate back to the Labor screen, the selected labor will display with the editable icon.

Classification	Name	Individual ID	Straight Hours	Overtime Hours
Cement Mason	Ken Crete	8047	8	2.75
Cement Mason	Mason	3	4	0

Deleting a Labor

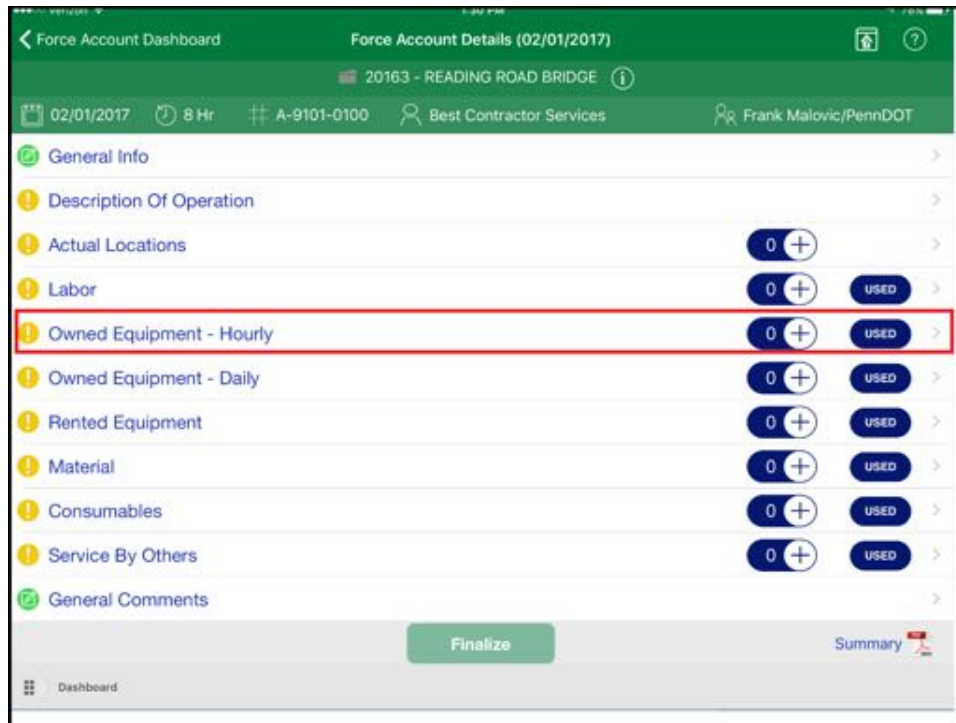
To delete an existing Labor, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Owned Equipment – Hourly

Accessing Owned Equipment – Hourly

To access Owned Equipment – Hourly, tap anywhere on the Owned Equipment – Hourly row on the Force Account Details screen.



The Owned Equipment – Hourly screen will be displayed.

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Owned Equipment - Hourly involved in this Force Account. Then No Equipment checkbox is checked automatically on the Owned Equipment -Hourly screen.

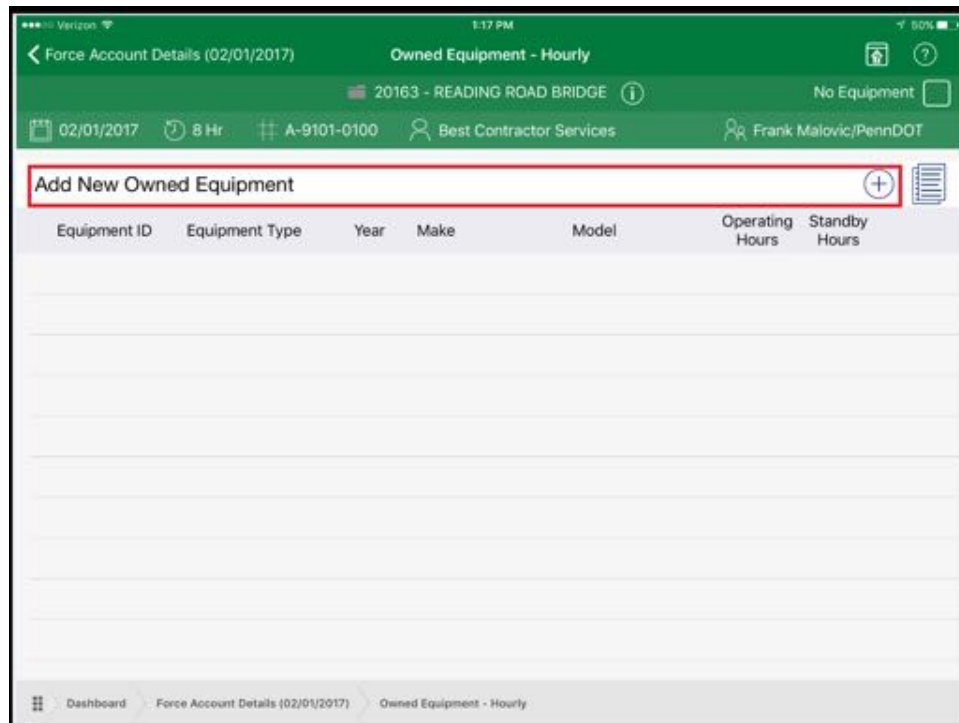
The screenshot shows the 'Force Account Details (02/01/2017)' screen. The top bar is green with the title 'Force Account Details (02/01/2017)'. Below the bar, there's a header with '20163 - READING ROAD BRIDGE' and a list of details: '02/01/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main list includes 'General Info', 'Description Of Operation', 'Actual Locations', 'Labor', 'Owned Equipment - Hourly', 'Owned Equipment - Daily', 'Rented Equipment', 'Material', 'Consumables', 'Service By Others', and 'General Comments'. Each item has a plus icon and a 'USED' button. The 'Owned Equipment - Hourly' row has a 'Not Used' button highlighted with a red box. At the bottom, there are 'Finalize' and 'Summary' buttons.

On Owner Equipment – Hourly screen, you have three options. You can enter the specific Owned Equipment – Hourly data manually or clone existing Owned Equipment – Hourly data from previous Force Accounts, or you can select No Equipment if there is no equipment to document.

The screenshot shows the 'Owned Equipment - Hourly' screen. The top bar is green with the title 'Owned Equipment - Hourly'. Below the bar, there's a header with '20163 - READING ROAD BRIDGE' and a list of details: '02/01/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main section is titled 'Add New Owned Equipment' and has a table with columns: 'Equipment ID', 'Equipment Type', 'Year', 'Make', 'Model', 'Operating Hours', and 'Standby Hours'. There are three empty rows in the table. A 'No Equipment' checkbox is highlighted with a red box, and an 'Add New Owned Equipment' button (with a plus icon and a list icon) is also highlighted with a red box. At the bottom, there are 'Dashboard', 'Force Account Details (02/01/2017)', and 'Owned Equipment - Hourly' buttons.

Entering New Owned Equipment – Hourly

To enter new Hourly Equipment manually, tap on the “Add New Owned Equipment” row.



Force Account Details (02/01/2017) Owned Equipment - Hourly

20163 - READING ROAD BRIDGE

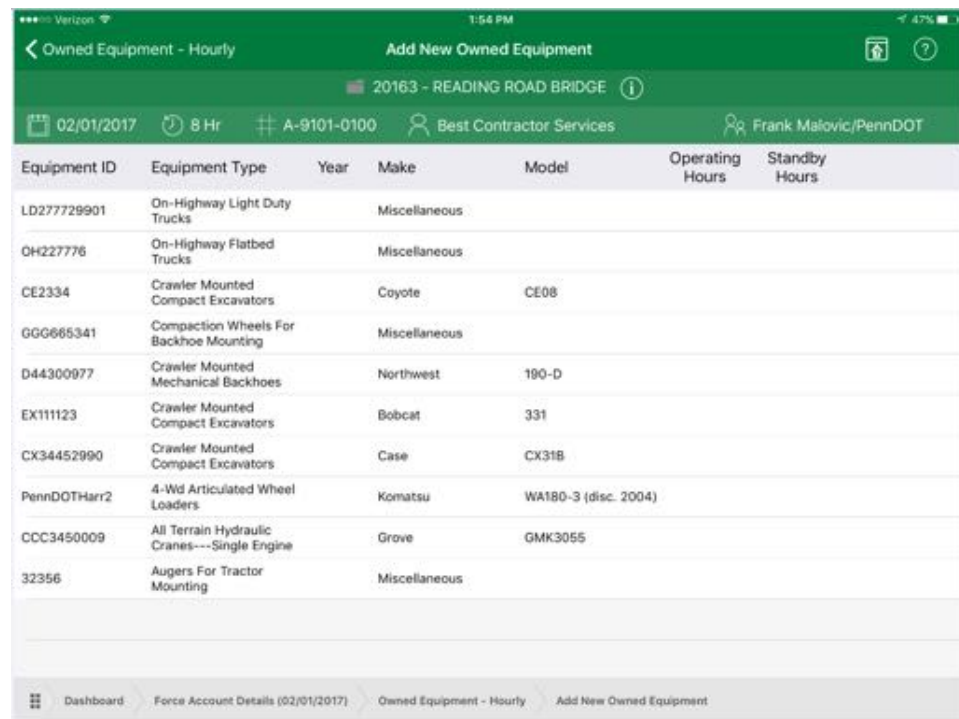
02/01/2017 8 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Add New Owned Equipment

Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours
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Dashboard Force Account Details (02/01/2017) Owned Equipment - Hourly

The Add New Owned Equipment screen displays, with a list of equipment available for this force account.



Owned Equipment - Hourly Add New Owned Equipment

20163 - READING ROAD BRIDGE

02/01/2017 8 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours
LD277729901	On-Highway Light Duty Trucks		Miscellaneous			
OH227776	On-Highway Flatbed Trucks		Miscellaneous			
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08		
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous			
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D		
EX111123	Crawler Mounted Compact Excavators		Bobcat	331		
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B		
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)		
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055		
32356	Augers For Tractor Mounting		Miscellaneous			

Dashboard Force Account Details (02/01/2017) Owned Equipment - Hourly Add New Owned Equipment

Select a piece equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.

Owned Equipment - Hourly | Add New Owned Equipment

20163 - READING ROAD BRIDGE

02/01/2017 | 10 Hr | A-9101-0100 | Best Contractor Services | Frank Malovic/PennDOT

Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours	
LD277729901	On-Highway Light Duty Trucks		Miscellaneous				✓
OH227776	On-Highway Flatbed Trucks		Miscellaneous				
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08			✓
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous				
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D			✓
EX111123	Crawler Mounted Compact Excavators		Bobcat	331			
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B			
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)			
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055			
32356	Augers For Tractor Mounting		Miscellaneous				

Dashboard | Force Account Details (02/01/2017) | Owned Equipment - Hourly | Add New Owned Equipment

Tap in the Year, Operating Hours, and Stand By Hours fields to input info and hours for the equipment that was used that day.

Owned Equipment - Hourly | Add New Owned Equipment

20163 - READING ROAD BRIDGE

02/08/2017 | 8 Hr | A-9101-0100 | Best Contractor Services | Frank Malovic/PennDOT

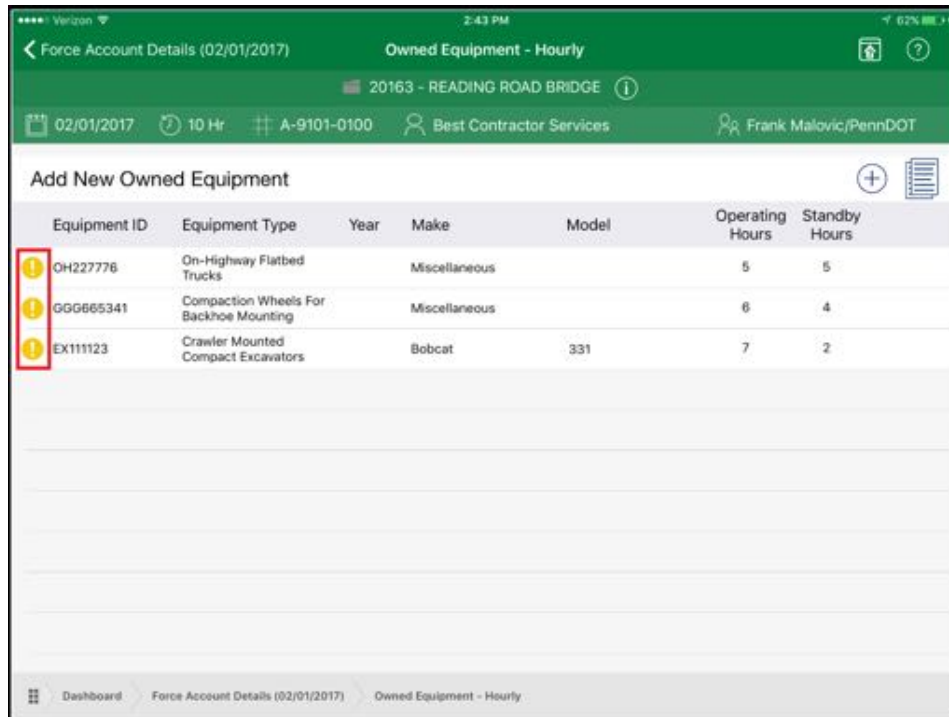
Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours	
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)			
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous				
LD277729901	On-Highway Light Duty Trucks	1999	Miscellaneous		7	1	✓
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B			
OH227776	On-Highway Flatbed Trucks		Miscellaneous				
D44300977	Crawler Mounted Mechanical Backhoes	1998	Northwest	190-D	6	2	✓
CCC3450009	All Terrain Hydraulic Cranes---Single Engine	2000	Grove	GMK3055	7	1	✓
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08			
EX111123	Crawler Mounted Compact Excavators		Bobcat	331			
32356	Augers For Tractor Mounting		Miscellaneous				

Dashboard | Force Account Details (02/08/2017) | Owned Equipment - Hourly | Add New Owned Equipment

Note:

- If 8 Hour Work Day is checked on the General Info screen, the sum of Operating Hours and Standby Hours can't exceed 8 hours
- If 8 Hour Work Day is NOT checked on the General Info screen, the sum of Operating Hours and Standby Hours can't exceed 10 hours

Return to the Owned Equipment – Hourly screen by clicking the back navigational button in the upper left corner. The new equipment will display with the Validation Errors icons.



The screenshot shows a mobile application interface for 'Owned Equipment - Hourly'. At the top, there's a green header bar with a back arrow, 'Force Account Details (02/01/2017)', 'Owned Equipment - Hourly', and a help icon. Below the header, there's a green bar with project details: '20163 - READING ROAD BRIDGE', '02/01/2017', '10 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. A section titled 'Add New Owned Equipment' has a plus icon and a list icon. Below this is a table with columns: Equipment ID, Equipment Type, Year, Make, Model, Operating Hours, and Standby Hours. Three rows of equipment are listed, each with a yellow validation error icon in the first column. The first row is for 'OH227776' (On-Highway Flatbed Trucks, Miscellaneous, 5 Operating Hours, 5 Standby Hours). The second row is for 'GGG665341' (Compaction Wheels For Backhoe Mounting, Miscellaneous, 6 Operating Hours, 4 Standby Hours). The third row is for 'EX111123' (Crawler Mounted Compact Excavators, Bobcat, 331 Model, 7 Operating Hours, 2 Standby Hours). The bottom of the screen shows a navigation bar with 'Dashboard', 'Force Account Details (02/01/2017)', and 'Owned Equipment - Hourly'.

Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours
OH227776	On-Highway Flatbed Trucks		Miscellaneous		5	5
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous		6	4
EX111123	Crawler Mounted Compact Excavators		Bobcat	331	7	2

Tap one of the equipment record, the Edit Owned Equipment screen displays. Enter the equipment year, a required field. Note: the equipment year can exceed current year plus one.

Edit Owned Equipment

20163 - READING ROAD BRIDGE

02/01/2017 10 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Equipment Configuration
Power Mode: Gasoline, Horsepower: 180, Axle Configuration: 4X2, Maximum Gross Vehicle Weight: 8,500 lbs, Horsepower: 180.0

Equipment ID OH227776	Equipment Type On-Highway Flatbed Trucks
Make Miscellaneous	Model
Year Enter Year (Required) (2000 - 2018)	
Operating Hours 5	Standby Hours 5

Dashboard Force Account Details (02/01/2017) Owned Equipment - Hourly Edit Owned Equipment

Go back to Owner Equipment-Hourly screen; you can see one record pass the validation. Enter equipment year for remaining records.

Owned Equipment - Hourly

20163 - READING ROAD BRIDGE

02/01/2017 10 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

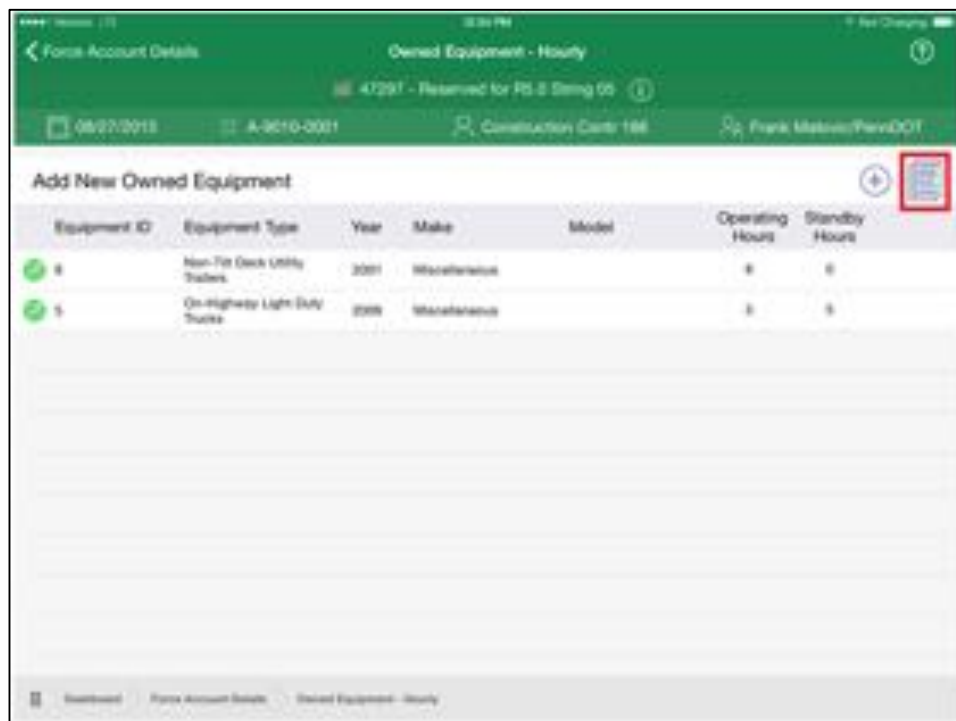
Add New Owned Equipment

Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours
OH227776	On-Highway Flatbed Trucks	2016	Miscellaneous		5	5
GGG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous		6	4
EX111123	Crawler Mounted Compact Excavators		Bobcat	331	7	2

Dashboard Force Account Details (02/01/2017) Owned Equipment - Hourly

Cloning Owned Equipment – Hourly

To clone Hourly Equipment, tap on the clone icon on the “Add New Owned Equipment” row.

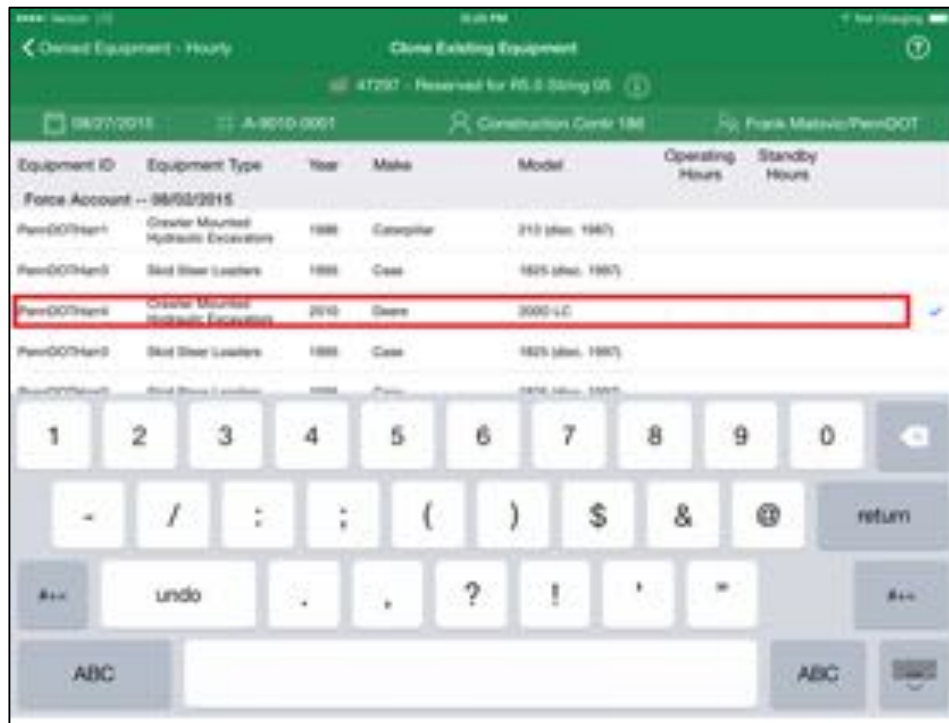


The Clone Existing Equipment screen displays listing equipment data used on previous Force Accounts.

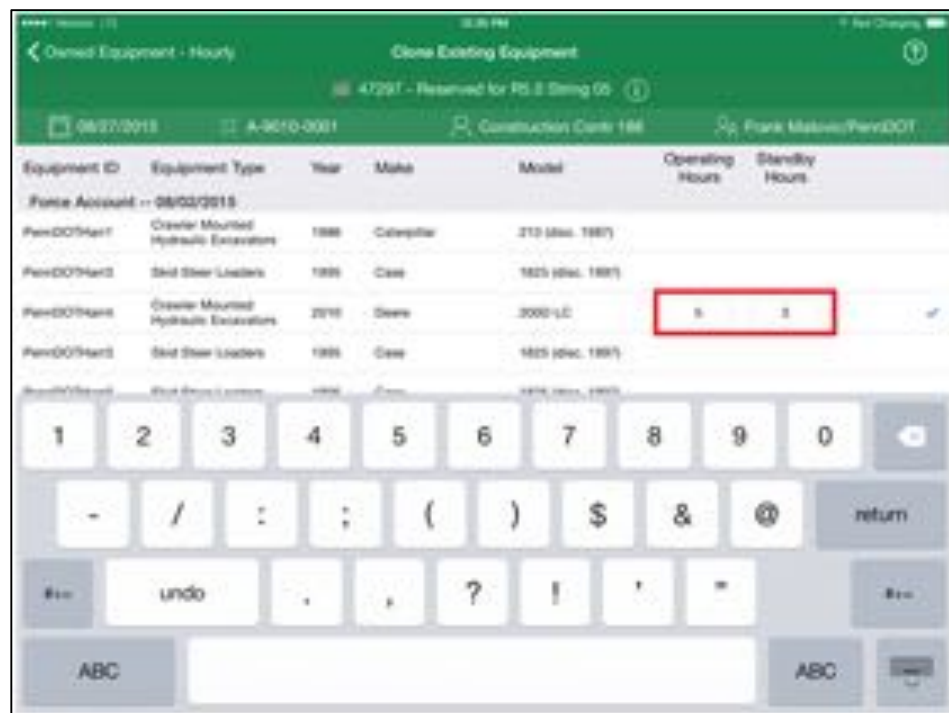
The screenshot shows the 'Clone Existing Equipment' screen. At the top, there's a green header with a back arrow, 'Owned Equipment - Daily', and 'Clone Existing Equipment'. Below the header, there's a status bar with '47297 - Reserved for RS-0 String 05', a date '08/27/2015', a code 'A-9010-0001', and a user 'Frank Malovic/PennDOT'. The main section is a table with columns: Equipment ID, Equipment Type, Year, Make, Model, and Operating Days. The table is divided into sections by Force Account dates: 08/02/2015, 08/01/2015, and 07/20/2015.

Equipment ID	Equipment Type	Year	Make	Model	Operating Days
Force Account -- 08/02/2015					
PennDOTHar1	Crawler Mounted Hydraulic Excavators	1986	Caterpillar	213 (disc. 1987)	
PennDOTHar3	Skid Steer Loaders	1995	Case	1825 (disc. 1997)	
PennDOTHar4	Crawler Mounted Hydraulic Excavators	2010	Deere	200D LC	
PennDOTHar3	Skid Steer Loaders	1995	Case	1825 (disc. 1997)	
PennDOTHar3	Skid Steer Loaders	1995	Case	1825 (disc. 1997)	
Force Account -- 08/01/2015					
PennDOTHar1	Crawler Mounted Hydraulic Excavators	1986	Caterpillar	213 (disc. 1987)	
PennDOTHar3	Skid Steer Loaders	1995	Case	1825 (disc. 1997)	
PennDOTHar3	Skid Steer Loaders	1995	Case	1825 (disc. 1997)	
PennDOTHar3	Skid Steer Loaders	1995	Case	1825 (disc. 1997)	
Force Account -- 07/20/2015					
021-B	Truck Mounted Rotary Blasthole Drills	2005	Atlas Copco	T4BH	

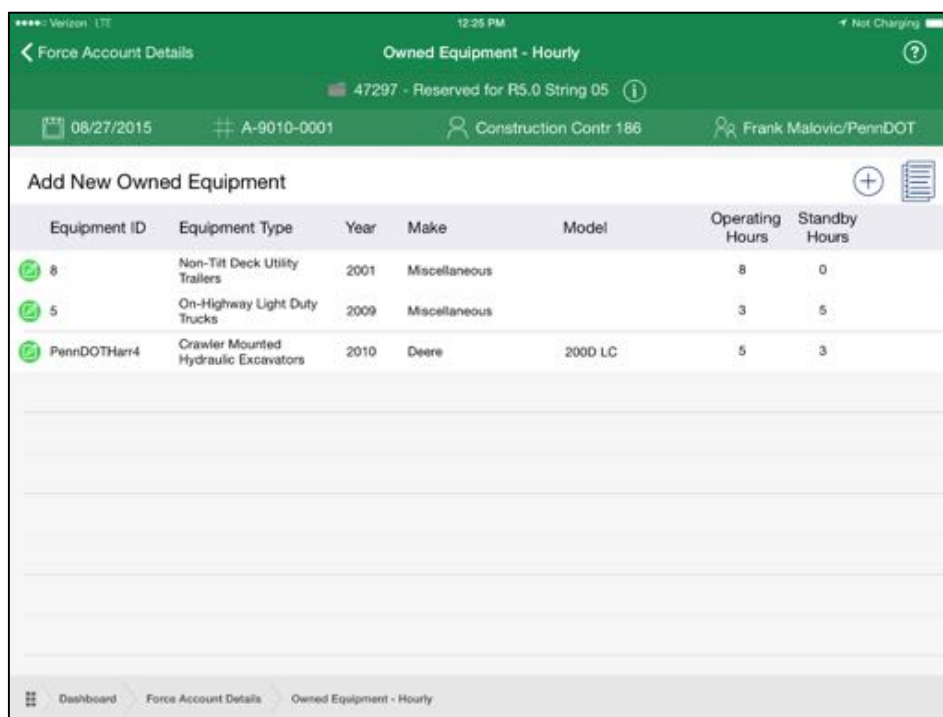
Select a piece of equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.



Tap in the Operating and Stand By Hours fields to input the total hours that the equipment was used for the day.



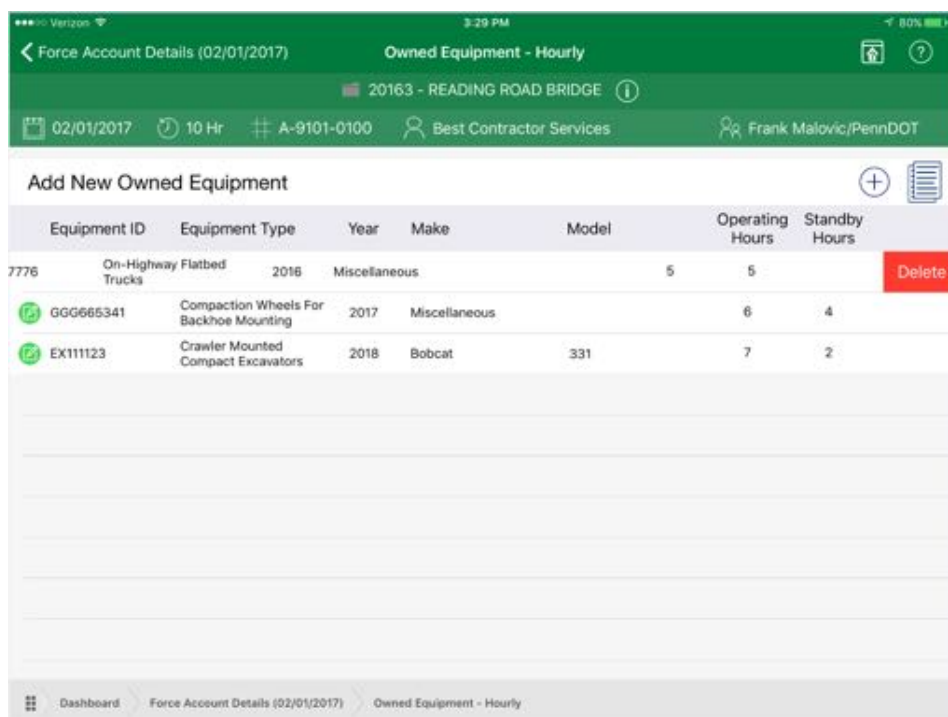
Return to the Owned Equipment – Hourly screen by clicking the back navigational button in the upper left corner. The cloned equipment will display with the editable icon.



Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours
8	Non-Tilt Deck Utility Trailers	2001	Miscellaneous		8	0
5	On-Highway Light Duty Trucks	2009	Miscellaneous		3	5
PennDOTHam4	Crawler Mounted Hydraulic Excavators	2010	Deere	200D LC	5	3

Deleting Owned Equipment – Hourly

To delete an Hourly Equipment, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.

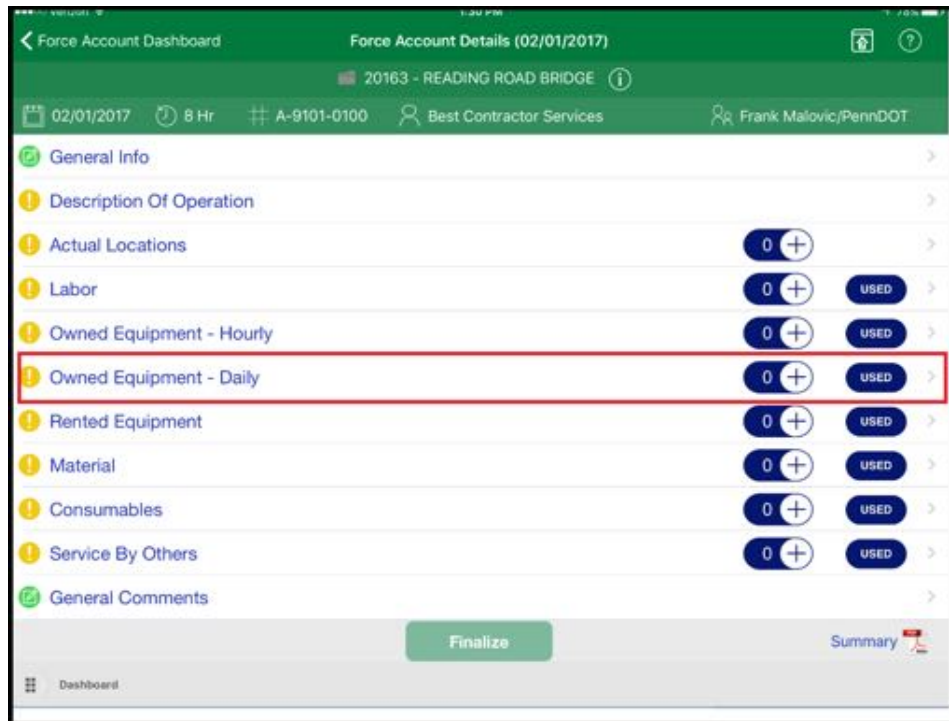


Equipment ID	Equipment Type	Year	Make	Model	Operating Hours	Standby Hours	
7776	On-Highway Flatbed Trucks	2016	Miscellaneous		5	5	Delete
GGG665341	Compaction Wheels For Backhoe Mounting	2017	Miscellaneous		6	4	
EX1111123	Crawler Mounted Compact Excavators	2018	Bobcat	331	7	2	

Owned Equipment – Daily

Accessing Owned Equipment – Daily

To access Owned Equipment – Daily, tap anywhere on the Owned Equipment – Daily row on the Force Account Details screen.



The Owned Equipment – Daily screen will be displayed.

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Owned Equipment - Daily involved. Then No Equipment checkbox is checked automatically on the Owned Equipment –Daily screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. The top bar is green with a back arrow, the title 'Force Account Details (02/01/2017)', and a help icon. Below the bar, the project name '20163 - READING ROAD BRIDGE' is displayed. The main content area lists various categories: General Info, Description Of Operation, Actual Locations, Labor, Owned Equipment - Hourly, Owned Equipment - Daily (highlighted with a red box), Rented Equipment, Material, Consumables, Service By Others, and General Comments. Each category has a plus icon and a 'USED' button. The 'Owned Equipment - Daily' category has a 'Not Used' button instead of a 'USED' button. At the bottom, there is a 'Finalize' button and a 'Summary' link.

On the Owned Equipment –Daily screen, you have three options. You can enter the specific Owned Equipment – Daily data manually or clone existing Owned Equipment – Daily data from previous Force Accounts, or you can select No Equipment if there is no equipment to document.

The screenshot shows the 'Owned Equipment - Daily' screen. The top bar is green with a back arrow, the title 'Owned Equipment - Daily', and a help icon. Below the bar, the project name '20163 - READING ROAD BRIDGE' is displayed. The main content area has a 'No Equipment' checkbox, which is checked. Below this, there is a section titled 'Add New Owned Equipment' with a plus icon and a document icon. The bottom of the screen shows a table with columns: Equipment ID, Equipment Type, Year, Make, Model, MPT, and Operating Days. At the bottom, there is a 'Dashboard' link and a 'Force Account Details (02/01/2017)' link.

Entering New Owned Equipment – Daily

To enter new Daily Equipment manually, tap on the “Add New Owned Equipment” row.

The screenshot shows the 'Owned Equipment - Daily' screen. At the top, there is a green header bar with a back arrow, the text 'Force Account Details (02/01/2017)', and 'Owned Equipment - Daily'. Below this, there is a sub-header bar with '20163 - READING ROAD BRIDGE' and 'No Equipment'. The main content area has a green bar with 'Add New Owned Equipment' and a red box around it. Below this is a table with columns: Equipment ID, Equipment Type, Year, Make, Model, MPT, and Operating Days. The table is currently empty. At the bottom, there is a navigation bar with 'Dashboard', 'Force Account Details (02/01/2017)', and 'Owned Equipment - Daily'.

The Add New Owned Equipment screen displays.

The screenshot shows the 'Add New Owned Equipment' screen. At the top, there is a green header bar with a back arrow, the text 'Owned Equipment - Daily', and 'Add New Owned Equipment'. Below this, there is a sub-header bar with '20163 - READING ROAD BRIDGE'. The main content area has a green bar with 'Add New Owned Equipment'. Below this is a table with columns: Equipment ID, Equipment Type, Year, Make, Model, MPT, and Operating Days. The table contains the following data:

Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
LD277728901	On-Highway Light Duty Trucks		Miscellaneous			
OH227776	On-Highway Flatbed Trucks		Miscellaneous			
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08		
GOG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous			
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D		
EX111123	Crawler Mounted Compact Excavators		Bobcat	331		
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B		
PennDOTHarr2	4-Wld Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)		
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055		
32356	Augers For Tractor Mounting		Miscellaneous			

At the bottom, there is a navigation bar with 'Dashboard', 'Force Account Details (02/01/2017)', 'Owned Equipment - Daily', and 'Add New Owned Equipment'.

Select a piece equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.

If the equipment (daily) is used for Maintenance & Protection of Traffic (MPT), tap the checkbox on the MPT column, the checkbox will be highlighted.

The screenshot shows the 'Add New Owned Equipment' screen. At the top, there's a header with 'Owned Equipment - Daily' and 'Add New Owned Equipment'. Below this, there's a summary bar with '20163 - READING ROAD BRIDGE', a date '02/01/2017', time '10 Hr', and other details. The main table lists equipment with columns: Equipment ID, Equipment Type, Year, Make, Model, MPT, and Operating Days. The MPT column has checkboxes, and the Operating Days column has input fields. A red box highlights the MPT checkbox for the row with Equipment ID D44300977. Another red box highlights the entire row for Equipment ID D44300977.

Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
LD277729901	On-Highway Light Duty Trucks		Miscellaneous		<input checked="" type="checkbox"/>	
OH227776	On-Highway Flatbed Trucks		Miscellaneous		<input checked="" type="checkbox"/>	
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08		
GOG665341	Compaction Wheels For Backhoe Mounting		Miscellaneous			
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D	<input checked="" type="checkbox"/>	
EX111123	Crawler Mounted Compact Excavators		Bobcat	331		
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B		
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)		
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055		
32356	Augers For Tractor Mounting		Miscellaneous			

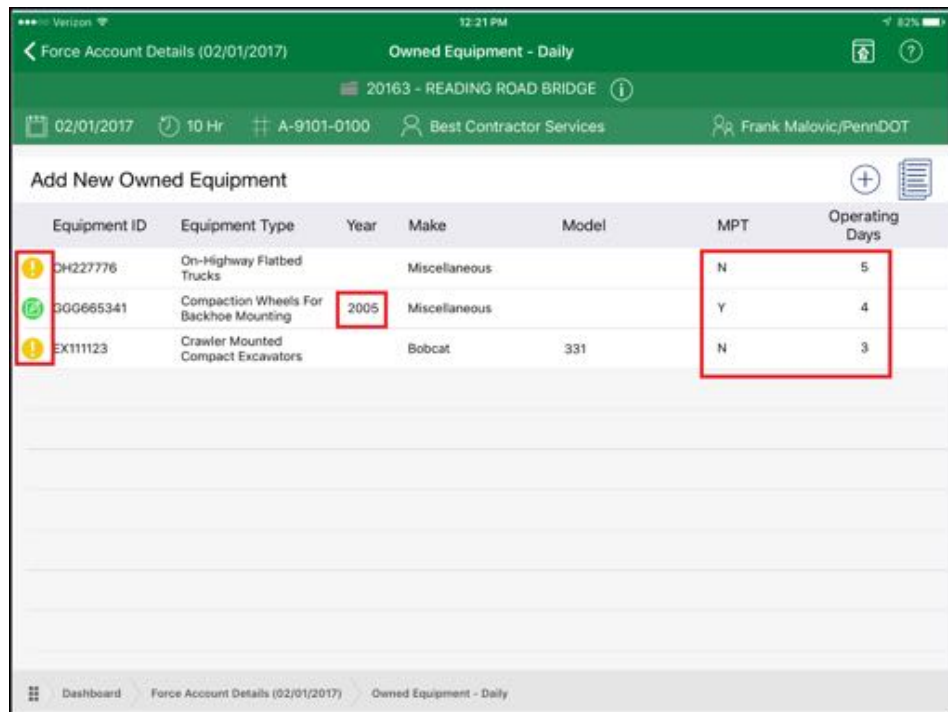
Tap Operating Days field to input the total days the equipment was used for the day. Operating Days shall not exceed 5.

Also, the Year field is required.

The screenshot shows the 'Add New Owned Equipment' screen with the Year and Operating Days fields highlighted. A red box highlights the Year field for the row with Equipment ID GOG665341, which now contains the value '2005'. Another red box highlights the Operating Days field for the row with Equipment ID OH227776, which now contains the value '5'. The Operating Days field for the row with Equipment ID GOG665341 contains the value '4', and the row with Equipment ID EX111123 contains the value '3'.

Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
LD277729901	On-Highway Light Duty Trucks		Miscellaneous			
OH227776	On-Highway Flatbed Trucks		Miscellaneous		<input checked="" type="checkbox"/>	5
CE2334	Crawler Mounted Compact Excavators		Coyote	CE08		
GOG665341	Compaction Wheels For Backhoe Mounting	2005	Miscellaneous		<input checked="" type="checkbox"/>	4
D44300977	Crawler Mounted Mechanical Backhoes		Northwest	190-D		
EX111123	Crawler Mounted Compact Excavators		Bobcat	331	<input checked="" type="checkbox"/>	3
CX34452990	Crawler Mounted Compact Excavators		Case	CX31B		
PennDOTHarr2	4-Wd Articulated Wheel Loaders		Komatsu	WA180-3 (disc. 2004)		
CCC3450009	All Terrain Hydraulic Cranes---Single Engine		Grove	GMK3055		
32356	Augers For Tractor Mounting		Miscellaneous			

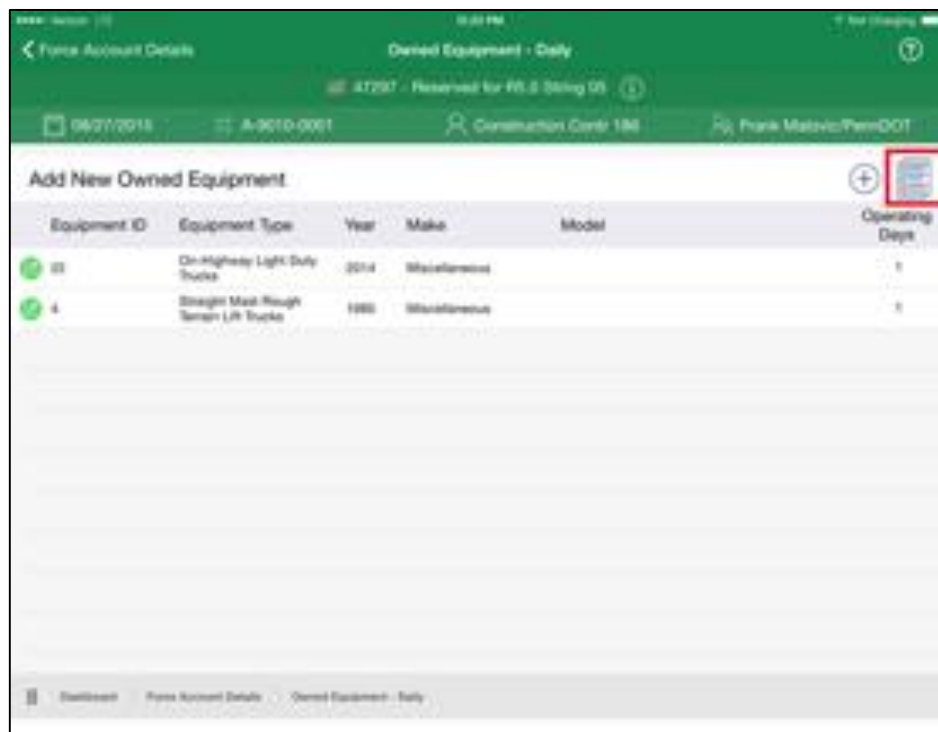
Return to the Owned Equipment – Daily screen by clicking the back navigational button in the upper left corner. The new equipment with Year and Operating Days data will display with the editable icon.



Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
DH227776	On-Highway Flatbed Trucks		Miscellaneous		N	5
GGG665341	Compaction Wheels For Backhoe Mounting	2005	Miscellaneous		Y	4
EX111123	Crawler Mounted Compact Excavators		Bobcat	331	N	3

Cloning Owned Equipment – Daily

To clone Daily Equipment, tap on the clone icon on the “Add New Owned Equipment” row.



Equipment ID	Equipment Type	Year	Make	Model	Operating Days
33	On-Highway Light Duty Trucks	2014	Miscellaneous		5
4	Straight Mast Rough Terrain Lift Trucks	1985	Miscellaneous		5

The Clone Existing Equipment screen displays listing equipment data used on previous Force Accounts.

Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
Force Account -- 02/01/2017						
OH227776	On-Highway Flatbed Trucks	2016	Miscellaneous		<input checked="" type="checkbox"/>	
GGG665341	Compaction Wheels For Backhoe Mounting	2017	Miscellaneous		<input checked="" type="checkbox"/>	
EX111123	Crawler Mounted Compact Excavators	2018	Bobcat	331	<input checked="" type="checkbox"/>	
OH227776	On-Highway Flatbed Trucks	2018	Miscellaneous		<input checked="" type="checkbox"/>	
GGG665341	Compaction Wheels For Backhoe Mounting	2005	Miscellaneous		<input checked="" type="checkbox"/>	
EX111123	Crawler Mounted Compact Excavators	1000	Bobcat	331	<input checked="" type="checkbox"/>	

Select a piece of equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.

Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
Force Account -- 02/01/2017						
OH227776	On-Highway Flatbed Trucks	2016	Miscellaneous		<input checked="" type="checkbox"/>	
GGG665341	Compaction Wheels For Backhoe Mounting	2017	Miscellaneous		<input checked="" type="checkbox"/>	1 <input checked="" type="checkbox"/>
EX111123	Crawler Mounted Compact Excavators	2018	Bobcat	331	<input checked="" type="checkbox"/>	
OH227776	On-Highway Flatbed Trucks	2018	Miscellaneous		<input checked="" type="checkbox"/>	
GGG665341	Compaction Wheels For Backhoe Mounting	2005	Miscellaneous		<input checked="" type="checkbox"/>	
EX111123	Crawler Mounted Compact Excavators	1000	Bobcat	331	<input checked="" type="checkbox"/>	

Tap in the Operating Days field to input the total days that the equipment was used for the day.

Owned Equipment - Daily Clone Existing Equipment

20163 - READING ROAD BRIDGE

02/08/2017 8 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Equipment ID	Equipment Type	Year	Make	Model	MPT	Operating Days
Force Account -- 02/01/2017						
OH227776	On-Highway Flatbed Trucks	2016	Miscellaneous		<input checked="" type="checkbox"/>	
GGG665341	Compaction Wheels For Backhoe Mounting	2017	Miscellaneous		<input checked="" type="checkbox"/>	1
EX111123	Crawler Mounted Compact Excavators	2018	Bobcat	331	<input checked="" type="checkbox"/>	
OH227776	On-Highway Flatbed Trucks	2018	Miscellaneous		<input checked="" type="checkbox"/>	
GGG665341	Compaction Wheels For Backhoe Mounting	2005	Miscellaneous		<input checked="" type="checkbox"/>	
EX111123	Crawler Mounted Compact Excavators	1000	Bobcat	331	<input checked="" type="checkbox"/>	

Dashboard Force Account Details (02/08/2017) Owned Equipment - Daily Clone Existing Equipment

Return to the Owned Equipment – Daily screen by clicking the back navigational button in the upper left corner. The cloned labor will display with the editable icon.

Owned Equipment - Daily

47297 - Reserved for R5.0 String 05

08/27/2015 A-9010-0001 Construction Contr 186 Frank Malovic/PennDOT

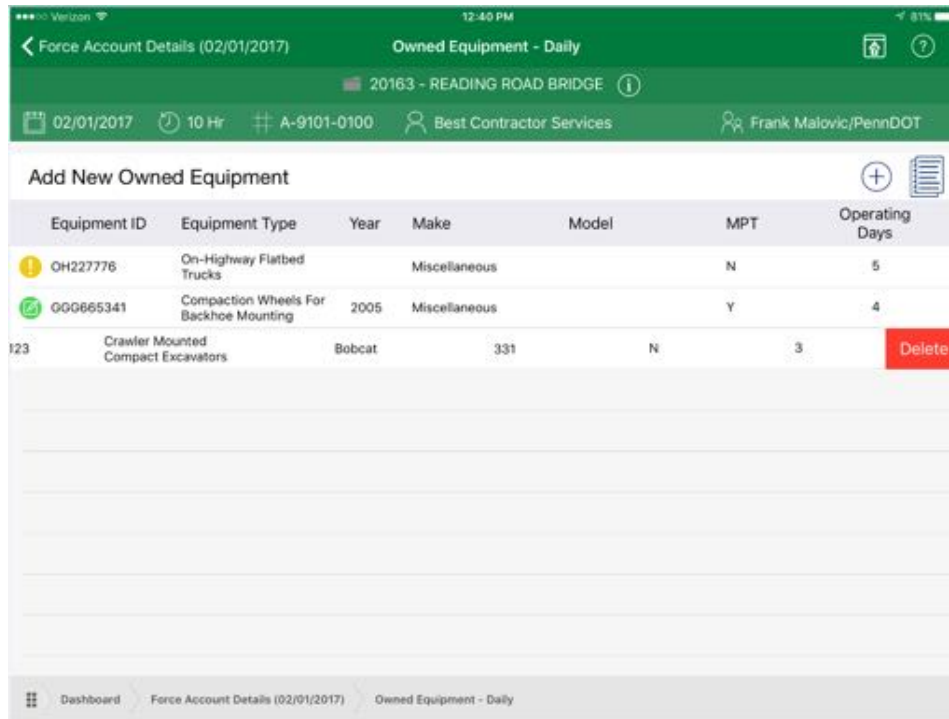
Add New Owned Equipment

Equipment ID	Equipment Type	Year	Make	Model	Operating Days
22	On-Highway Light Duty Trucks	2014	Miscellaneous		1
4	Straight Mast Rough Terrain Lift Trucks	1985	Miscellaneous		1
PennDOTHam1	Crawler Mounted Hydraulic Excavators	1986	Caterpillar	213 (disc. 1987)	1

Dashboard Force Account Details Owned Equipment - Daily

Deleting Owned Equipment – Daily

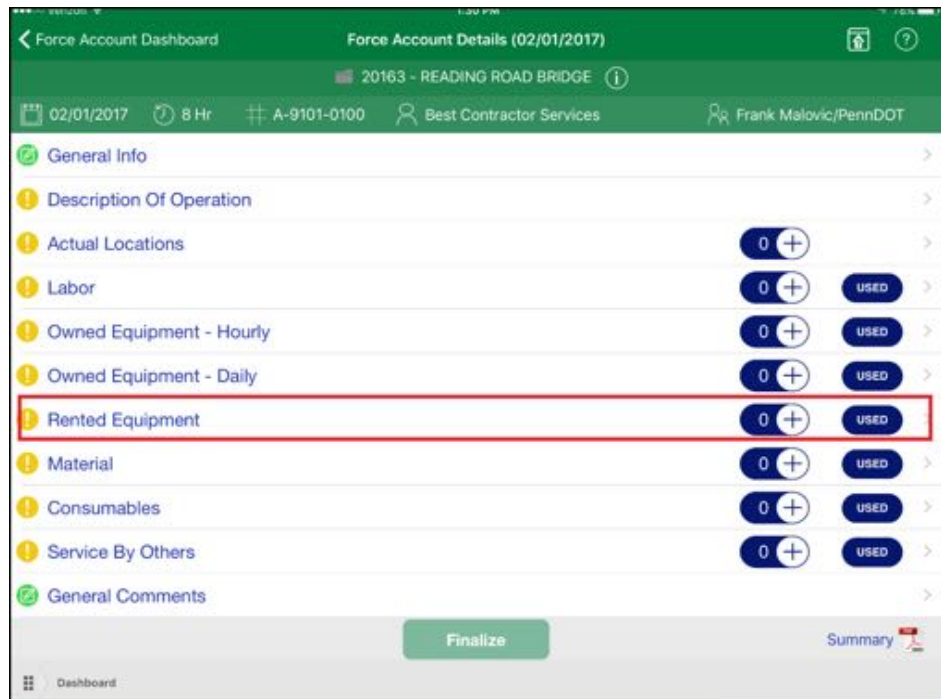
To delete a Daily Equipment, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Rented Equipment

Accessing Rented Equipment

To access Rented Equipment, tap anywhere on the Rented Equipment row on the Force Account Details screen.



Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Rented Equipment involved in this Force Account. Then No Equipment checkbox is checked automatically on the Rented Equipment screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. The top bar is green with a back arrow, the title 'Force Account Details (02/01/2017)', and a help icon. Below the bar, a summary bar shows '20163 - READING ROAD BRIDGE' with an info icon. The main content area lists various categories with a count and a 'USED' button. The 'Rented Equipment' row shows a count of 0 and a 'Not Used' button, which is highlighted with a red box. At the bottom, there is a 'Finalize' button and a 'Summary' link with a document icon. The bottom navigation bar shows 'Dashboard', 'Force Account Details (02/01/2017)', and 'Summary'.

Category	Count	Button
General Info		
Description Of Operation		
Actual Locations	1	+
Labor	2	+
Owned Equipment - Hourly	3	+
Owned Equipment - Daily	3	+
Rented Equipment	0	Not Used
Material	0	+
Consumables	0	+
Service By Others	0	+
General Comments		

On the Rented Equipment screen, you have three options. You can enter the specific Rented Equipment data manually or clone existing Rented Equipment data from previous Force Accounts, or you can select No Equipment if there is no equipment to document.

The screenshot shows the 'Rented Equipment' screen. The top bar is green with a back arrow, the title 'Rented Equipment', and a help icon. Below the bar, a summary bar shows '20163 - READING ROAD BRIDGE' with an info icon. The main content area has a 'No Equipment' checkbox, which is highlighted with a red box. Below this is a section titled 'Add New Rented Equipment' with a table. The table has columns: Equipment Name, Description, Year, Make, Model, and Operating Hours. There is a red box around a '+' icon and a document icon in the top right corner of the table. At the bottom, there is a 'Finalize' button and a 'Summary' link with a document icon. The bottom navigation bar shows 'Dashboard', 'Force Account Details (02/01/2017)', and 'Rented Equipment'.

Equipment Name	Description	Year	Make	Model	Operating Hours

Entering New Rented Equipment

To enter new Rented Equipment manually, tap on the “Add New Rented Equipment” row.

The screenshot shows the 'Rented Equipment' screen. At the top, there is a green header bar with a back arrow, 'Force Account Details (02/01/2017)', 'Rented Equipment', and a help icon. Below the header, there is a status bar with '20163 - READING ROAD BRIDGE', 'No Equipment', and a list icon. The main content area has a green bar with 'Add New Rented Equipment' and a plus icon. Below this is a table with columns: Equipment Name, Description, Year, Make, Model, and Operating Hours. The bottom navigation bar shows 'Dashboard', 'Force Account Details (02/01/2017)', and 'Rented Equipment'.

The Add New Rented Equipment screen displays. Please note that there are 4 required fields on the screen.

The screenshot shows the 'Add New Rented Equipment' screen. At the top, there is a green header bar with a back arrow, 'Rented Equipment', 'Add New Rented Equipment', and a help icon. Below the header, there is a status bar with '20163 - READING ROAD BRIDGE', '02/01/2017', '10 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main content area has four required fields highlighted with red boxes: 'Equipment Name' (Enter Equipment Name (Required) (max 200 characters)), 'Description' (Enter Description (Required) (max 200 characters)), 'Year' (Enter Year (2000 - 2018)), and 'Make' (Enter Equipment Make (Required) (max 200 characters)). Below these are 'Model' (Enter Equipment Model (max 200 characters)) and 'Operating Hours' (Enter Operating Hours (Required) (0-24 hours)). The bottom navigation bar shows 'Dashboard', 'Force Account Details (02/01/2017)', 'Rented Equipment', and 'Add New Rented Equipment'.

Tap in the Equipment Name field to enter a rented equipment using the keyboard, and continue entering the Description, Year, Make, Model of the rented equipment, and its Operating Hours.

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Rented Equipment

Add New Rented Equipment

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20163 - READING ROAD BRIDGE

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Best Contractor Services

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Frank Malovic/PennDOT

Description

Three wheeler

Year

2018

Make

Schwann

Model

Enter Equipment Model (max 200 characters)

Operating Hours

8

☰

Dashboard

➤

Force Account Details (02/08/2017)

➤

Rented Equipment

➤

Add New Rented Equipment

Return to the Rented Equipment screen by clicking the back navigational button in the upper left corner. The new equipment will display with the editable icon.

Rented Equipment

20163 - READING ROAD BRIDGE ⓘ

02/08/2017 ⌚ 8 Hr # A-9101-0100 👤 Best Contractor Services 📍 Frank Malovic/PennDOT

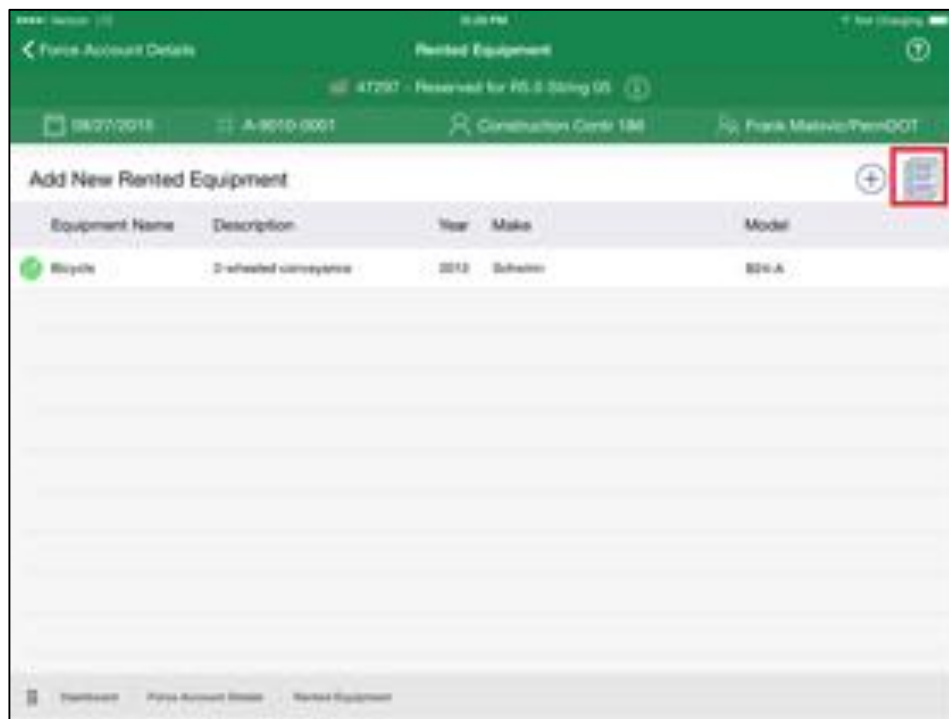
Add New Rented Equipment

Equipment Name	Description	Year	Make	Model	Operating Hours
Tricycle	Three wheeler	2018	Schwann		8

Dashboard Force Account Details (02/08/2017) Rented Equipment

Cloning Rented Equipment

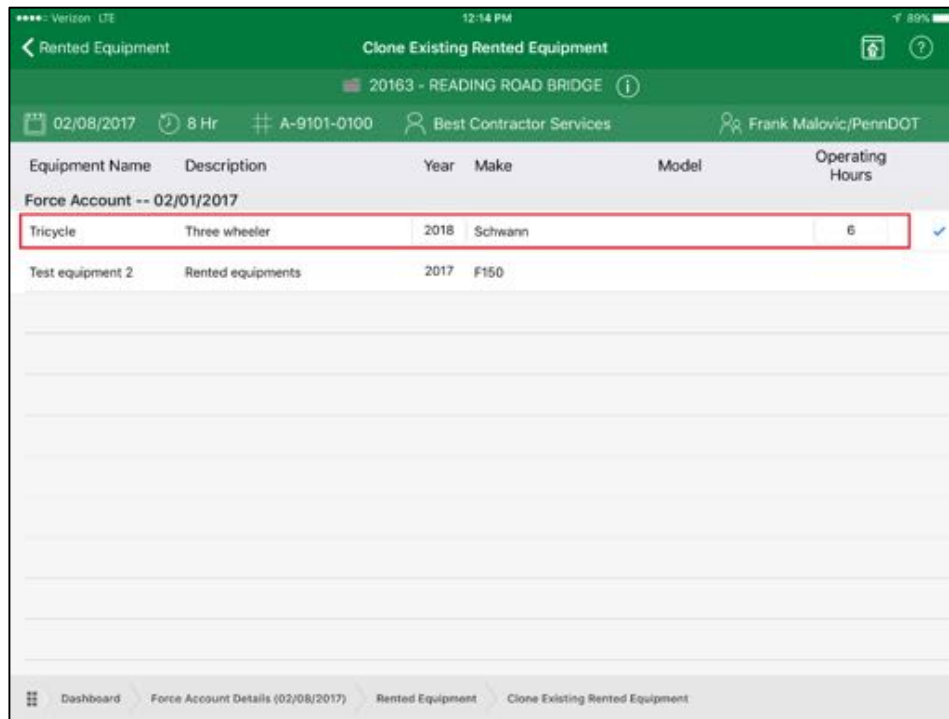
To clone Rented Equipment, tap on the clone icon on the “Add New Rented Equipment” row.



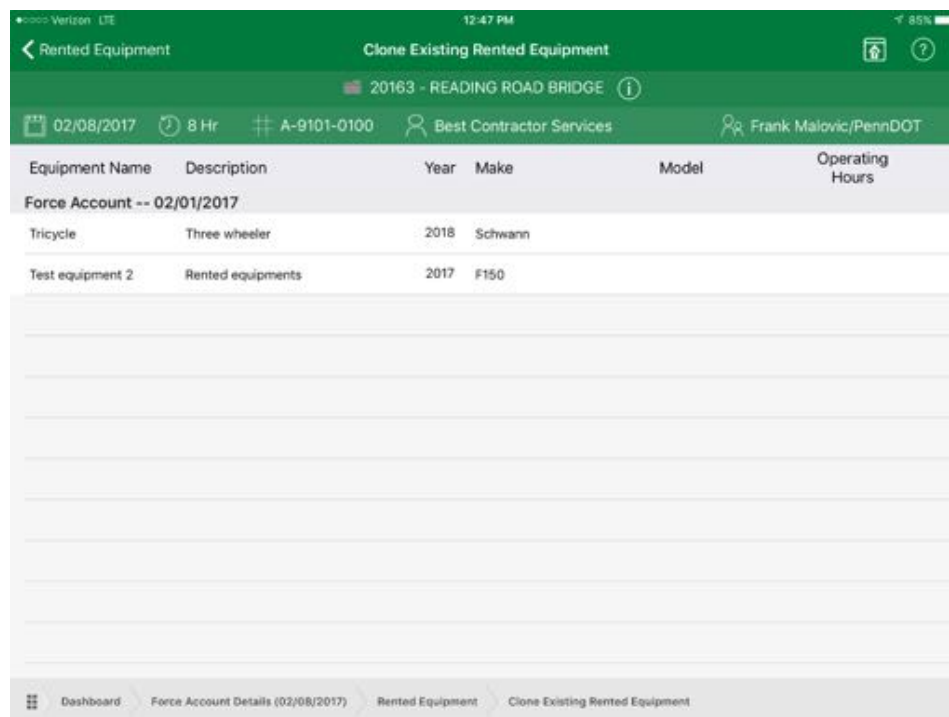
The Clone Existing Equipment screen displays listing equipment data used on previous Force Accounts.



Select a piece of equipment by tapping on the respective row. A check mark displays at the end of the row designating the equipment as selected. To unselect the equipment, tap on the respective row again and the check mark no longer displays.

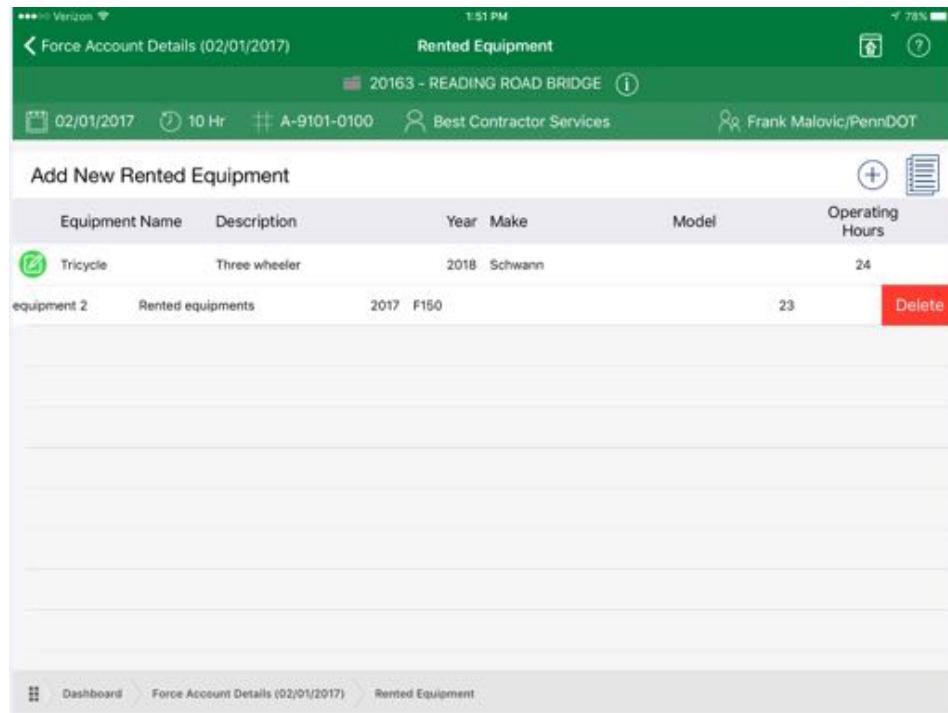


Return to the Rented Equipment screen by clicking the back navigational button in the upper left corner. The cloned equipment will be displayed with the editable icon.



Deleting Rented Equipment

To delete a Rented Equipment, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Materials

Accessing Materials

To access Materials, tap anywhere on the Materials row on the Force Account Details screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. The top bar is green with a back arrow, the title 'Force Account Details (02/01/2017)', and a help icon. Below the bar, a summary bar shows '20163 - READING ROAD BRIDGE' with an information icon. The main content area lists various categories with a plus icon and a 'USED' button. The 'Material' row is highlighted with a red box. At the bottom, there is a 'Finalize' button and a 'Summary' link with a document icon.

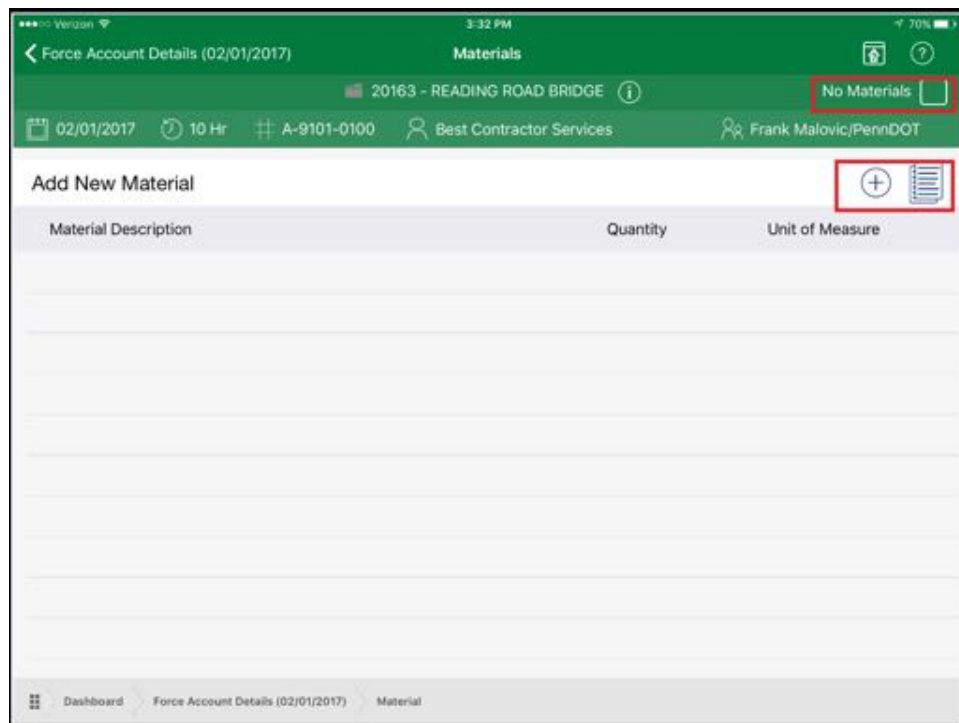
Category	Count	Button
General Info		
Description Of Operation		
Actual Locations	1	+
Labor	2	+
Owned Equipment - Hourly	3	+
Owned Equipment - Daily	3	+
Rented Equipment	2	+
Material	0	+
Consumables	2	+
Service By Others	0	+
General Comments		

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no material involved in this Force Account. Then No Material checkbox is checked automatically on the Material screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen after the 'Used' button has been tapped. The 'Material' row now shows a 'Not Used' button instead of a plus icon. The 'Not Used' button is highlighted with a red box. The rest of the screen remains the same as the previous screenshot.

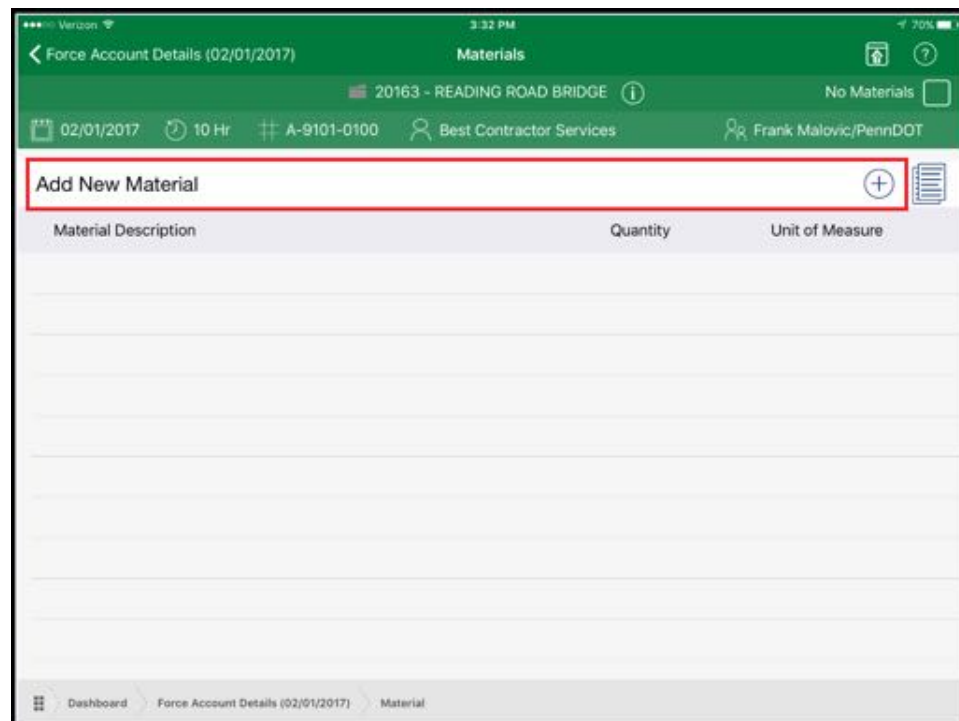
Category	Count	Button
General Info		
Description Of Operation		
Actual Locations	1	+
Labor	2	+
Owned Equipment - Hourly	3	+
Owned Equipment - Daily	3	+
Rented Equipment	2	+
Material		Not Used
Consumables	2	+
Service By Others	0	+
General Comments		

On the Materials screen, you have three options. You can enter the specific Material data manually or clone existing Material data from previous Force Accounts, or you can select No Material if there is no material to document.



Entering New Material

To enter new Material manually, tap on the “Add New Material” row.



The Add New Material screen displays.

Materials Add New Material

20163 - READING ROAD BRIDGE

02/01/2017 10 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Material Description

Enter Material (Required) (max 200 characters)

Quantity

Enter Quantity (Required) (0 - 999999.99)

Unit of Measurement

Select UOM (Required)

Dashboard Force Account Details (02/01/2017) Material Add New Material

Tap in the Material Description and Quantity fields to enter a Material Description and Quantity (required fields) using the keyboard.

Materials Add New Material

20163 - READING ROAD BRIDGE

02/08/2017 8 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Material Description

FA test material

Quantity

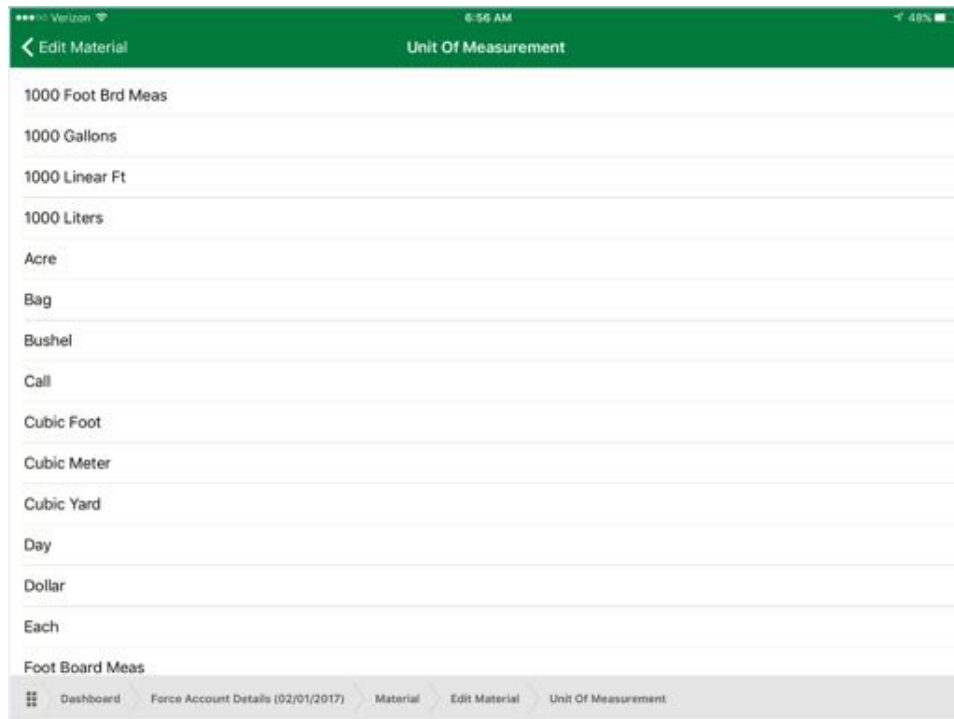
100

Unit of Measurement

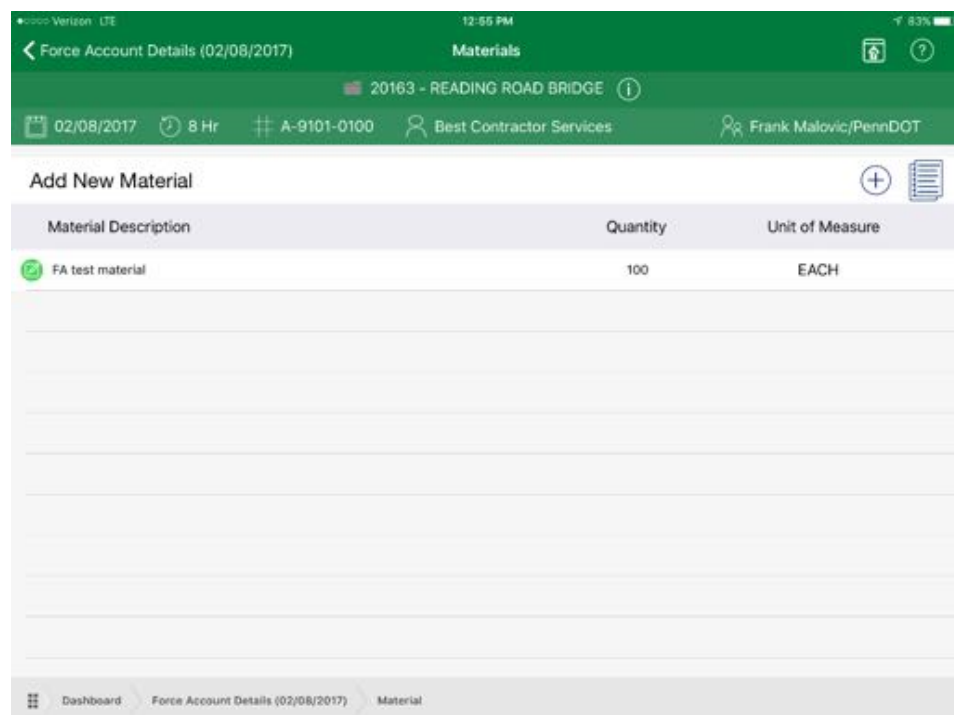
Select UOM (Required)

Dashboard Force Account Details (02/08/2017) Material Add New Material

Tap in the Unit of Measure field to display a list of unit of measures. Select a unit of measure by tapping on the respective row. A check mark displays at the end of the row designating the unit of measure as selected. To unselect the unit of measure, tap on the respective row again and the check mark no longer displays.



Upon entering Material Description and Quantity, return to the Materials screen by clicking the back navigational button in the upper left corner. The new material will display with the editable icon.



Cloning Material

To clone Material, tap on the clone icon on the “Add New Material” row.

Force Account Details (02/08/2017) Materials

20163 - READING ROAD BRIDGE

02/08/2017 8 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Add New Material

Material Description	Quantity	Unit of Measure
FA test material	100	EACH

Dashboard Force Account Details (02/08/2017) Material

The Clone Existing Material screen displays listing material data used on previous Force Accounts.

Materials Clone Existing Materials

20163 - READING ROAD BRIDGE

02/08/2017 8 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Material Description	Quantity	Unit Of Measure
Force Account -- 02/01/2017		
Test		
Test2		

Dashboard Force Account Details (02/08/2017) Material Clone Existing Materials

Select material by tapping on the respective row. A check mark displays at the end of the row designating the material as selected. To unselect the material, tap on the respective row again and the check mark no longer displays.

The screenshot shows a mobile application interface for 'Clone Existing Materials'. The top header is green with a back arrow, 'Materials', and 'Clone Existing Materials'. Below this is a status bar with '20163 - READING ROAD BRIDGE'. The main content area has a table with columns: 'Material Description', 'Quantity', and 'Unit Of Measure'. The table is titled 'Force Account -- 02/01/2017'. The first row is 'Test' and the second row is 'Test2'. The 'Test2' row has a checkmark in the 'Unit Of Measure' column. The bottom navigation bar shows 'Dashboard', 'Force Account Details (02/08/2017)', 'Material', and 'Clone Existing Materials'.

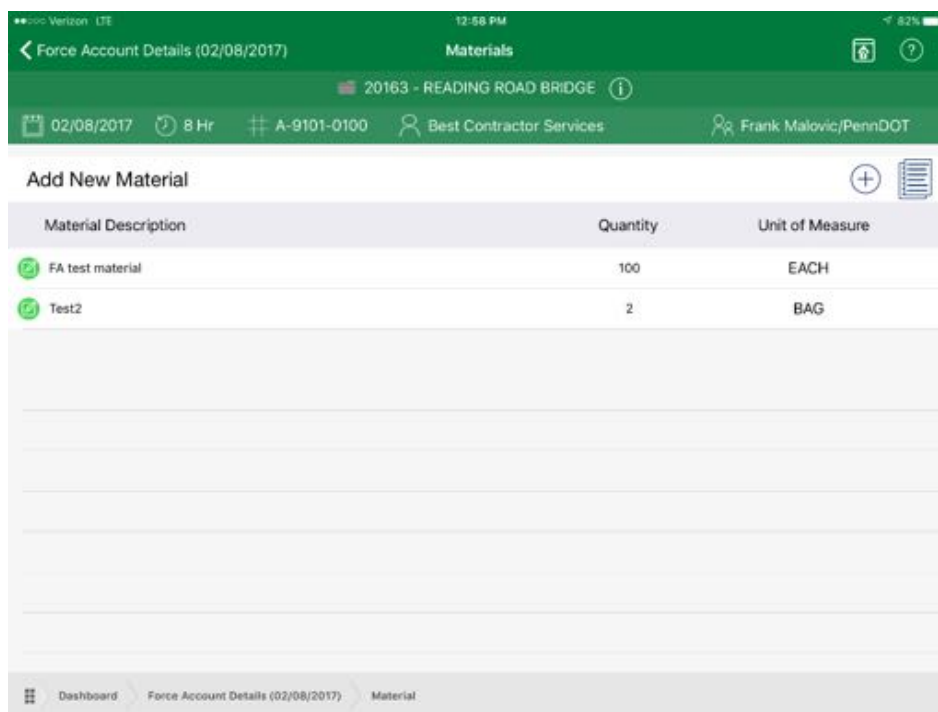
Material Description	Quantity	Unit Of Measure
Test		
Test2		Bag

Tap Quantity field to input the total quantity of the material used for the day.

This screenshot shows the same application interface as the previous one, but with the 'Test2' row selected. The 'Quantity' field now contains the value '2'. A keyboard is visible at the bottom of the screen, indicating that the user is inputting data. The 'Unit Of Measure' column still shows 'Bag' and a checkmark.

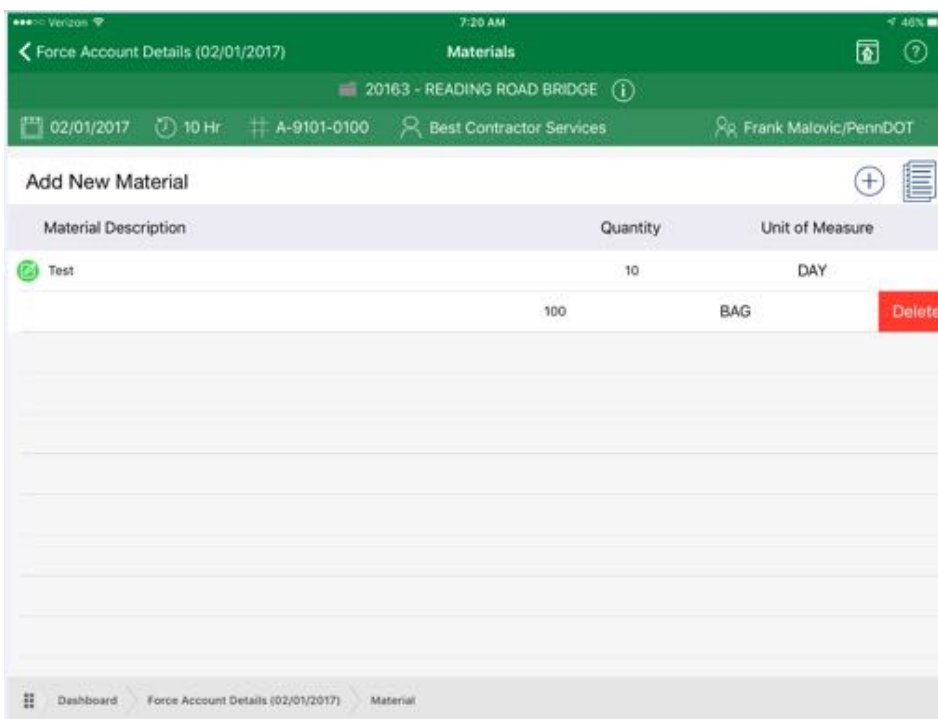
Material Description	Quantity	Unit Of Measure
Test		
Test2	2	Bag

Return to the Material screen by clicking the back navigational button in the upper left corner. The cloned material will display with the editable icon.



Deleting Material

To delete a Material, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Consumables

Accessing Consumables

To access Consumables, tap anywhere on the Consumables row on the Force Account Details screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. The top bar is green with a back arrow, the title 'Force Account Details (02/01/2017)', and a help icon. Below the bar, a summary bar shows '20163 - READING ROAD BRIDGE' with an info icon. The main content area lists various categories with a counter and a 'USED' button. The 'Consumables' row is highlighted with a red box. At the bottom, there is a 'Finalize' button and a 'Summary' link with a red flag icon.

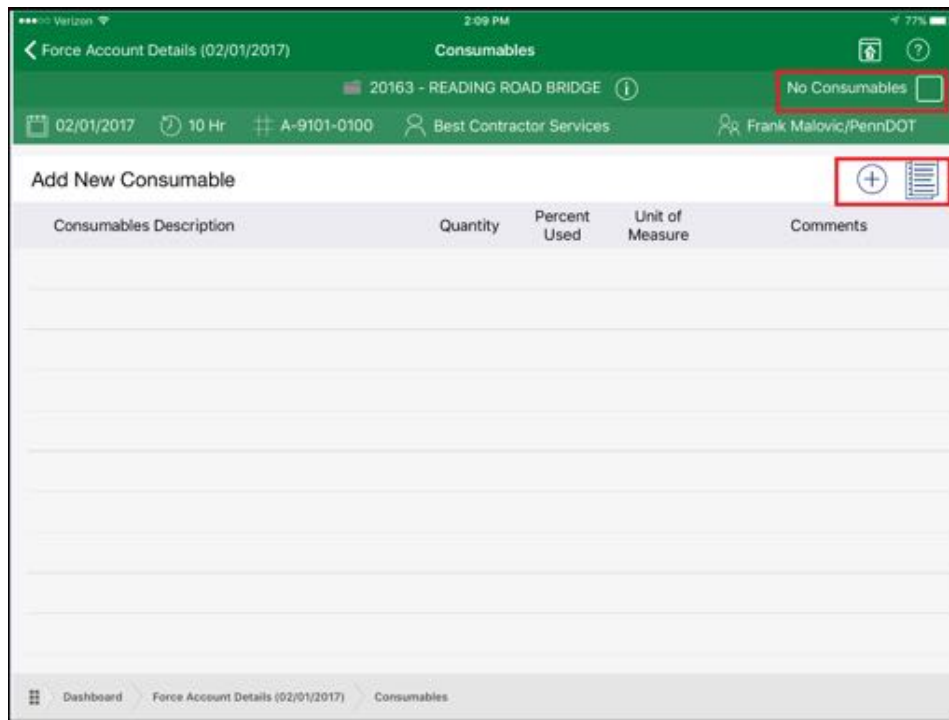
Category	Count	Button
General Info		
Description Of Operation		
Actual Locations	0	+
Labor	0	+
Owned Equipment - Hourly	0	+
Owned Equipment - Daily	0	+
Rented Equipment	0	+
Material	0	+
Consumables	0	+
Service By Others	0	+
General Comments		

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Consumables involved in this Force Account. Then No Consumables checkbox is checked automatically on the Consumables screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen after some data has been entered. The 'Consumables' row now shows a 'Not Used' button instead of a counter and plus sign. The 'USED' buttons for other categories are still present. The 'Finalize' button and 'Summary' link are at the bottom.

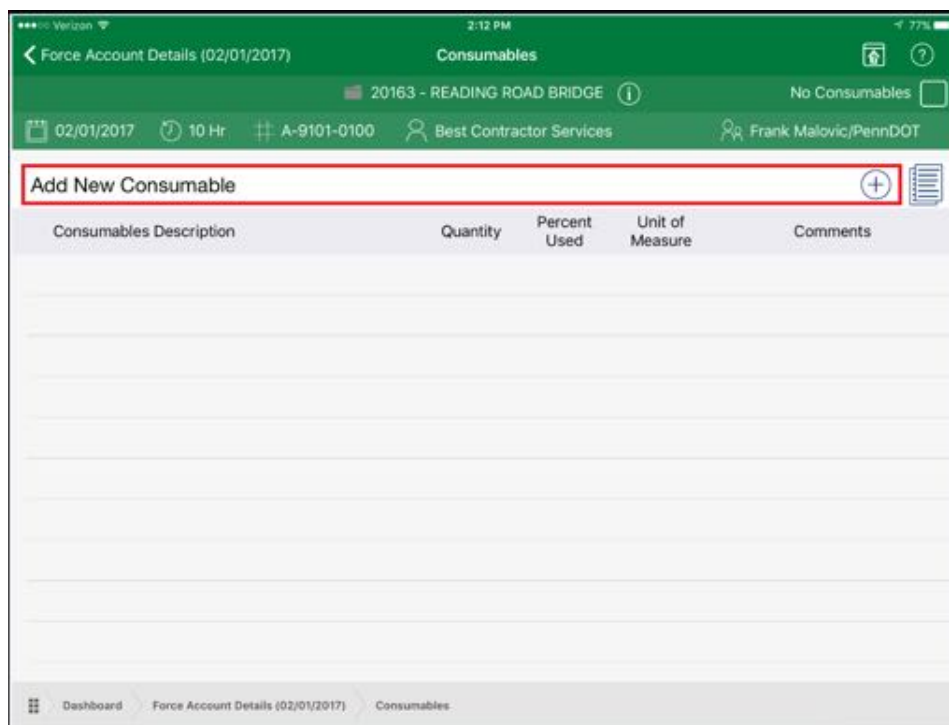
Category	Count	Button
General Info		
Description Of Operation		
Actual Locations	1	+
Labor	2	+
Owned Equipment - Hourly	3	+
Owned Equipment - Daily	3	+
Rented Equipment	2	+
Material	0	+
Consumables		Not Used
Service By Others	0	+
General Comments		

On the Consumables screen you have three options. You can enter the specific Consumables data manually or clone existing Consumables data from previous Force Accounts, or you can select No Consumables if there are no consumables to document.



Entering New Consumables

To enter new Consumables manually, tap on the “Add New Consumable” row.



The Add New Consumable screen displays.

Verizon 2:21 PM 76%

< Consumables Edit Consumable

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Description

Flags

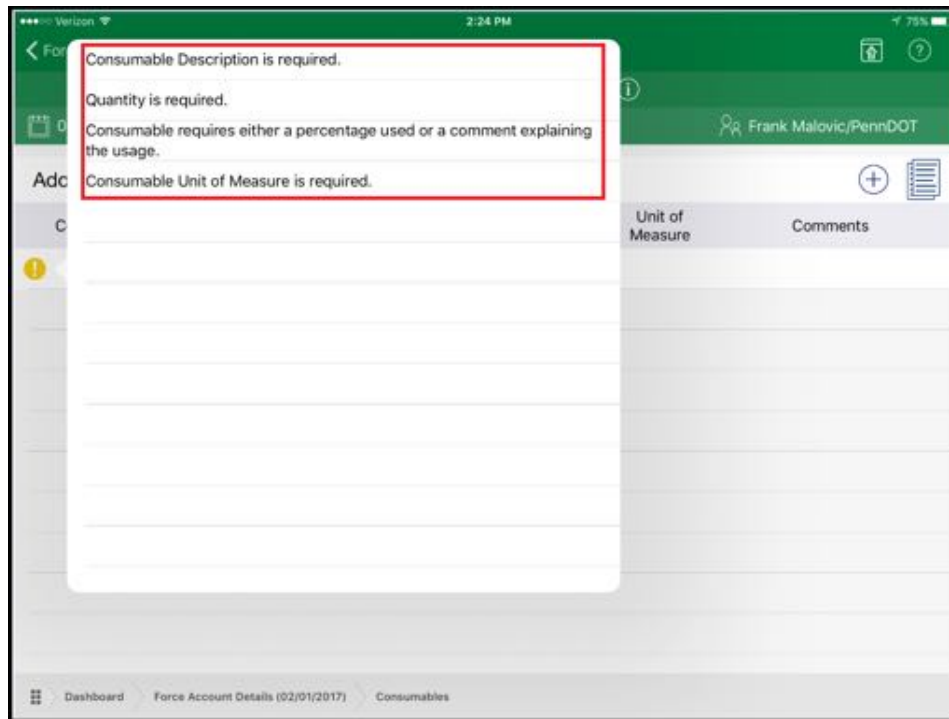
Quantity 1000 **Unit of Measure** EACH >

Percent Used 90 **Comments** User guide

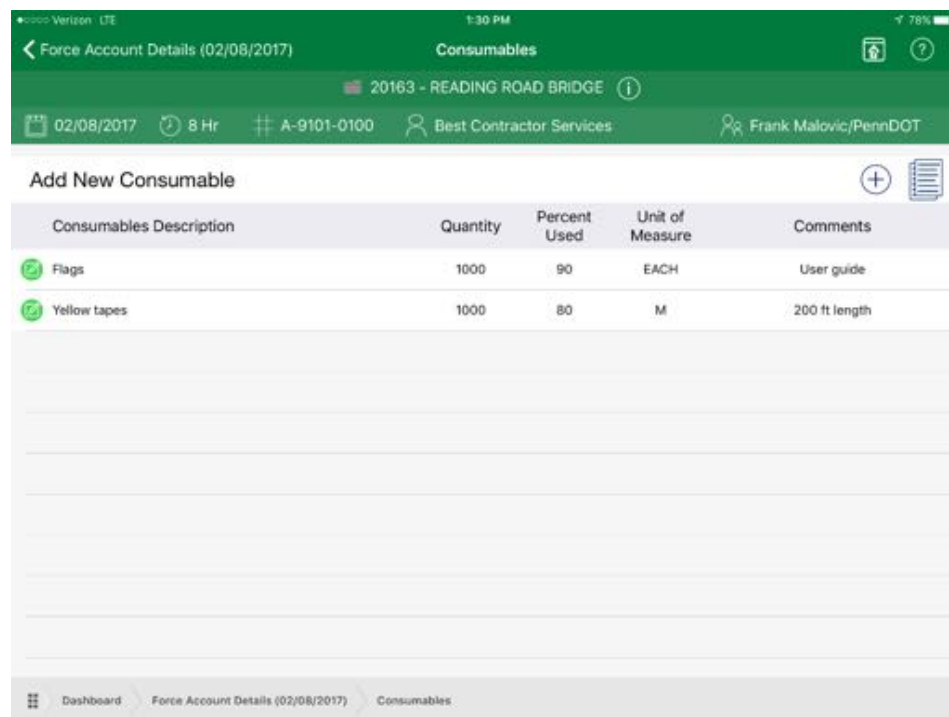
Please Note: Enter Quantity and Percent Used if consumable was fully expended this day (100%) or will no longer be needed, or if the work is now complete. Enter a comment if consumable will continue to be used.

Dashboard Force Account Details (02/01/2017) Consumables Edit Consumable

Tap in the Description and Quantity fields to enter a Consumable Description, Quantity, and Unit of Measure (all required fields) using the keyboard. Either the Percentage Used field or Comments are a required entry – not both. Tap in the appropriate field to enter either the Percentage Used or any Comments for the consumable.

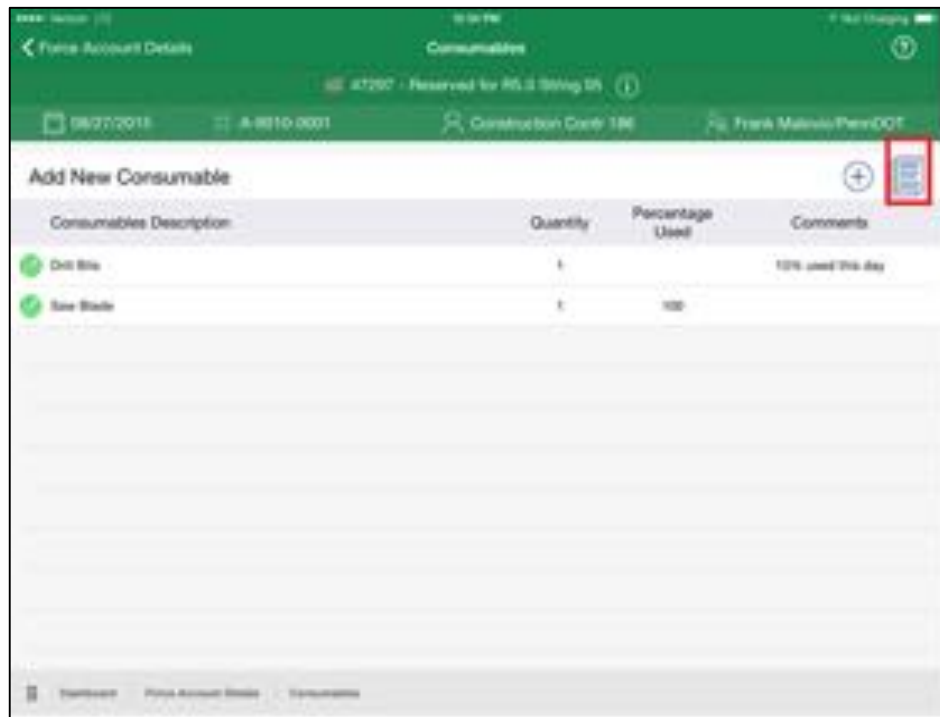


Return to the Consumables screen by clicking the back navigational button in the upper left corner. The new consumable will display with the editable icon.

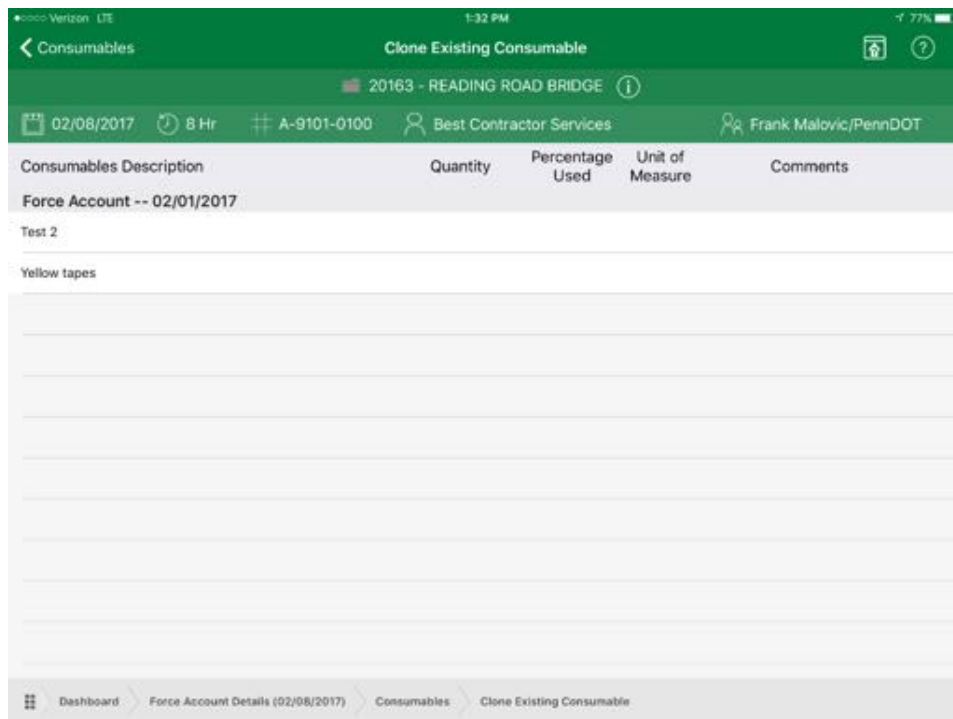


Cloning Consumables

To clone Consumables, tap on the clone icon on the “Add New Consumable” row.



The Clone Existing Consumable screen displays listing consumable data used on previous Force Accounts.



Select a consumable by tapping on the respective row. A check mark displays at the end of the row designating the consumable as selected. To unselect the consumable, tap on the respective row again and the check mark no longer displays.

The screenshot shows a mobile application interface for managing consumables. At the top, there's a green header with a back arrow, the title 'Consumables', and a 'Clone Existing Consumable' button. Below the header, project details are listed: '20163 - READING ROAD BRIDGE', '02/08/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. A table with the following columns is displayed: 'Consumables Description', 'Quantity', 'Percentage Used', 'Unit of Measure', and 'Comments'. The table contains one row labeled 'Test 2' with a checkmark in the 'Comments' column. Below the table, there's a section for 'Yellow tapes' with several empty rows. At the bottom, a navigation bar shows 'Dashboard', 'Force Account Details (02/08/2017)', 'Consumables', and 'Clone Existing Consumable'.

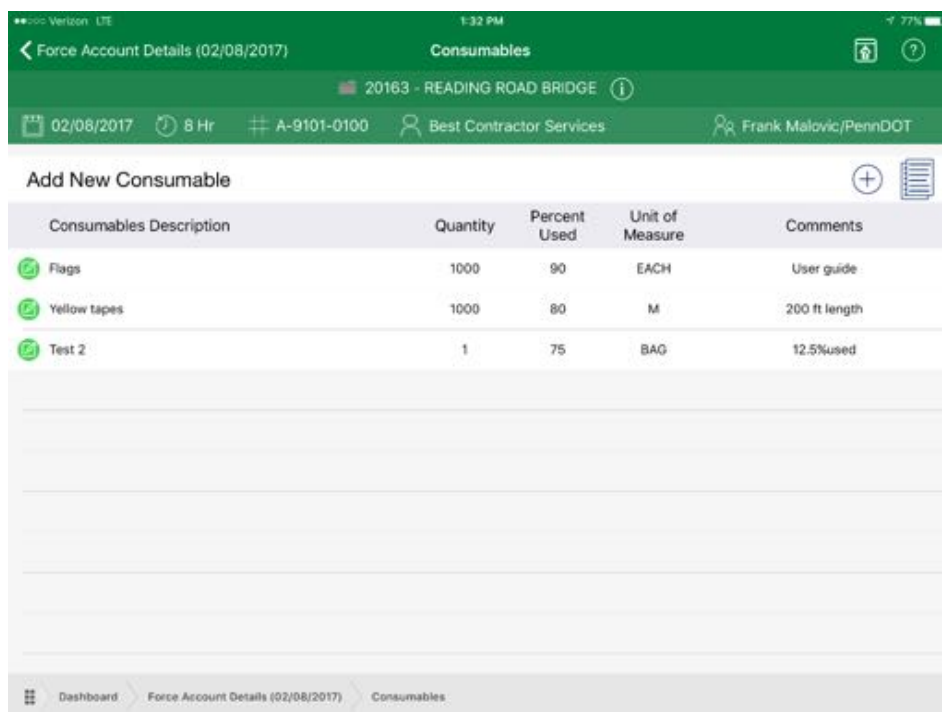
Consumables Description	Quantity	Percentage Used	Unit of Measure	Comments
Test 2			Bag	✓

Tap Quantity field to input the total quantity of the consumable used for the day. Either the Percentage Used field or Comments are a required entry – not both. Tap in the appropriate field to enter either the Percentage Used or any Comments for the consumable.

This screenshot shows the same application interface as the previous one, but with data entered into the table. The row 'Test 2' now has '1' in the 'Quantity' column, '75' in the 'Percentage Used' column, and '12.5%used' in the 'Comments' column. A virtual keyboard is visible at the bottom of the screen, indicating that the user is editing the 'Comments' field.

Consumables Description	Quantity	Percentage Used	Unit of Measure	Comments
Test 2	1	75	Bag	12.5%used ✓

Return to the Consumables screen by clicking the back navigational button in the upper left corner. The cloned consumable will display with the editable icon.



Force Account Details (02/08/2017) **Consumables**

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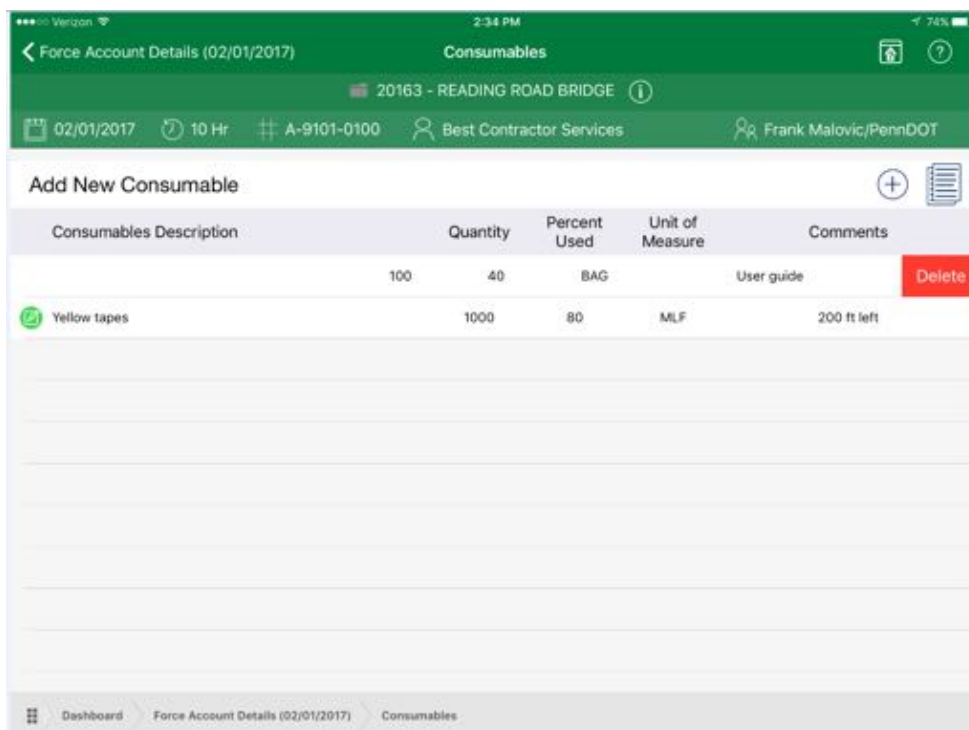
Add New Consumable

Consumables Description	Quantity	Percent Used	Unit of Measure	Comments
Flags	1000	90	EACH	User guide
Yellow tapes	1000	80	M	200 ft length
Test 2	1	75	BAG	12.5%used

Dashboard > Force Account Details (02/08/2017) > Consumables

Deleting Consumables

To delete a Consumable, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



Force Account Details (02/01/2017) **Consumables**

20163 - READING ROAD BRIDGE

02/01/2017 10 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Add New Consumable

Consumables Description	Quantity	Percent Used	Unit of Measure	Comments
	100	40	BAG	User guide Delete
Yellow tapes	1000	80	MLF	200 ft left

Dashboard > Force Account Details (02/01/2017) > Consumables

Service By Others

Accessing Service By Others

To access Service By Others, tap anywhere on the Service By Others row on the Force Account Details screen.

The screenshot shows the 'Force Account Details (02/01/2017)' screen. The header bar is green and contains the title 'Force Account Details (02/01/2017)' and a question mark icon. Below the header, there is a green bar with project information: '20163 - READING ROAD BRIDGE', '02/01/2017', '8 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main content area lists various categories with a counter and a 'USED' button. The 'Service By Others' row is highlighted with a red box. The categories and their values are: General Info, Description Of Operation, Actual Locations (0), Labor (0), Owned Equipment - Hourly (0), Owned Equipment - Daily (0), Rented Equipment (0), Material (0), Consumables (0), Service By Others (0), and General Comments. The 'USED' button is present for Labor, Owned Equipment - Hourly, Owned Equipment - Daily, Rented Equipment, Material, Consumables, and Service By Others. At the bottom, there is a 'Finalize' button and a 'Summary' link with a document icon.

Or you can tap the Used button. The button will turn into Not Used, which indicates there is no Service By Others involved in this Force Account.

The screenshot shows the 'Force Account Details (02/01/2017)' screen after the 'Service By Others' row has been updated. The header bar is green and contains the title 'Force Account Details (02/01/2017)' and a question mark icon. Below the header, there is a green bar with project information: '20163 - READING ROAD BRIDGE', '02/01/2017', '10 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main content area lists various categories with a counter and a 'USED' button. The 'Service By Others' row now shows a counter of 1 and a 'Not Used' button, which is highlighted with a red box. The categories and their values are: General Info, Description Of Operation, Actual Locations (1), Labor (2), Owned Equipment - Hourly (3), Owned Equipment - Daily (3), Rented Equipment (2), Material (2), Consumables (2), Service By Others (1), and General Comments. The 'USED' button is present for Labor, Owned Equipment - Hourly, Owned Equipment - Daily, Rented Equipment, Material, Consumables, and Service By Others. At the bottom, there is a 'Finalize' button and a 'Summary' link with a document icon.

Then No Service By Others checkbox is checked automatically on the Service By Others Screen.

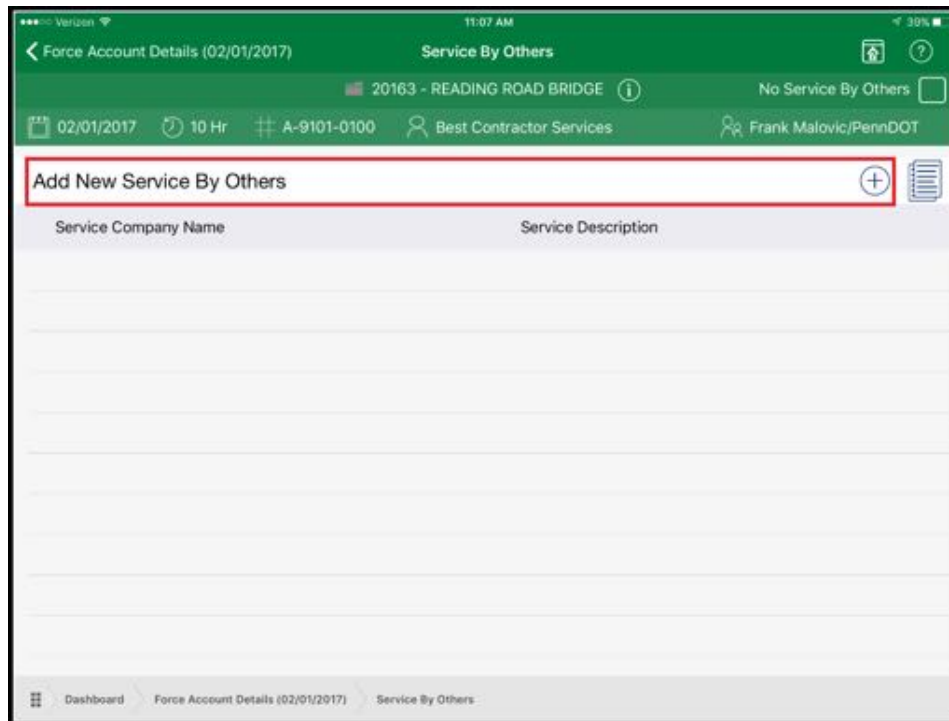
This screenshot shows the 'Service By Others' screen in a mobile application. The top navigation bar is green and contains the text 'Force Account Details (02/01/2017)' on the left, 'Service By Others' in the center, and a home icon and a question mark icon on the right. Below the navigation bar, there is a header section with a red box around the 'No Service By Others' checkbox, which is checked. The header also displays '20163 - READING ROAD BRIDGE' with an information icon, '02/01/2017', '10 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. Below the header, there is a section titled 'Add New Service By Others' with a plus icon and a list icon. The main content area is a table with two columns: 'Service Company Name' and 'Service Description'. The table is currently empty. At the bottom, there is a navigation bar with three items: 'Dashboard', 'Force Account Details (02/01/2017)', and 'Service By Others'.

On the Service By Others Screen, you have three options. You can enter the specific Service By Others data manually or clone existing Service By Others data from previous Force Accounts, or you can select No Service By Others if there is no service to document.

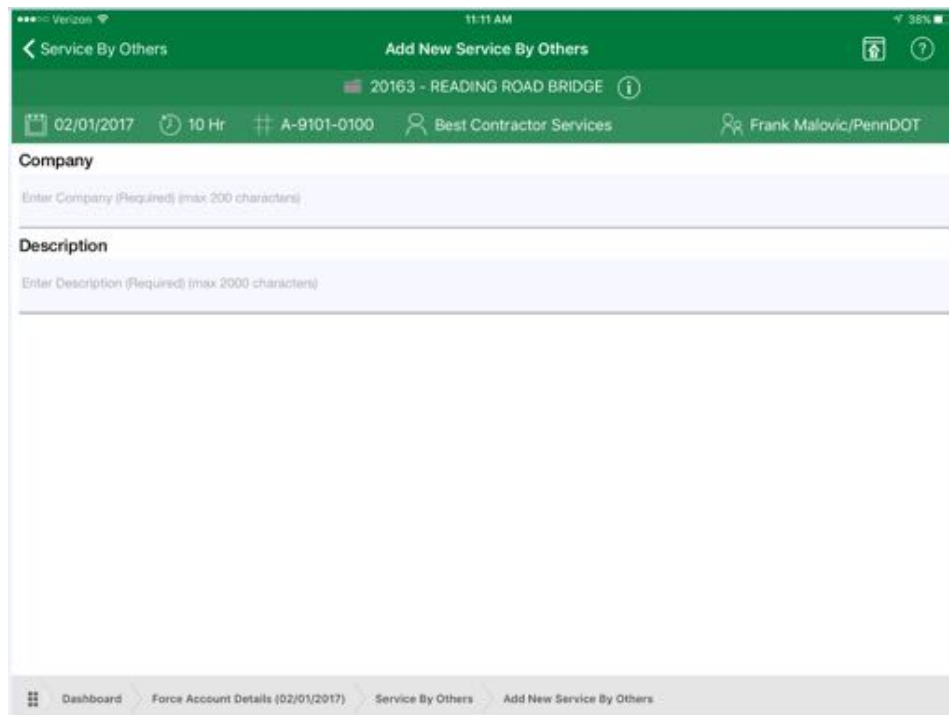
This screenshot shows the 'Service By Others' screen in a mobile application. The top navigation bar is green and contains the text 'Force Account Details (02/01/2017)' on the left, 'Service By Others' in the center, and a home icon and a question mark icon on the right. Below the navigation bar, there is a header section with a red box around the 'No Service By Others' checkbox, which is unchecked. The header also displays '20163 - READING ROAD BRIDGE' with an information icon, '02/01/2017', '10 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. Below the header, there is a section titled 'Add New Service By Others' with a plus icon and a list icon, which are highlighted with a red box. The main content area is a table with two columns: 'Service Company Name' and 'Service Description'. The table is currently empty. At the bottom, there is a navigation bar with three items: 'Dashboard', 'Force Account Details (02/01/2017)', and 'Service By Others'.

Entering New Service By Others

To enter new Service By Others manually, tap on the “Add New Service By Others” row.



The Add New Service By Others screen displays.



Tap in the Company and Description fields to enter a Service By Other Company and Description using the keyboard.

Service By Others Add New Service By Others

20163 - READING ROAD BRIDGE

02/01/2017 10 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

Company
Force account user guide

Description
Test123

Dashboard Force Account Details (02/01/2017) Service By Others Add New Service By Others

Return to the Service By Others screen by clicking the back navigational button in the upper left corner. The new service will display with the editable icon.

Force Account Details (02/01/2017) Service By Others

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02/01/2017 10 Hr A-9101-0100 Best Contractor Services Frank Malovic/PennDOT

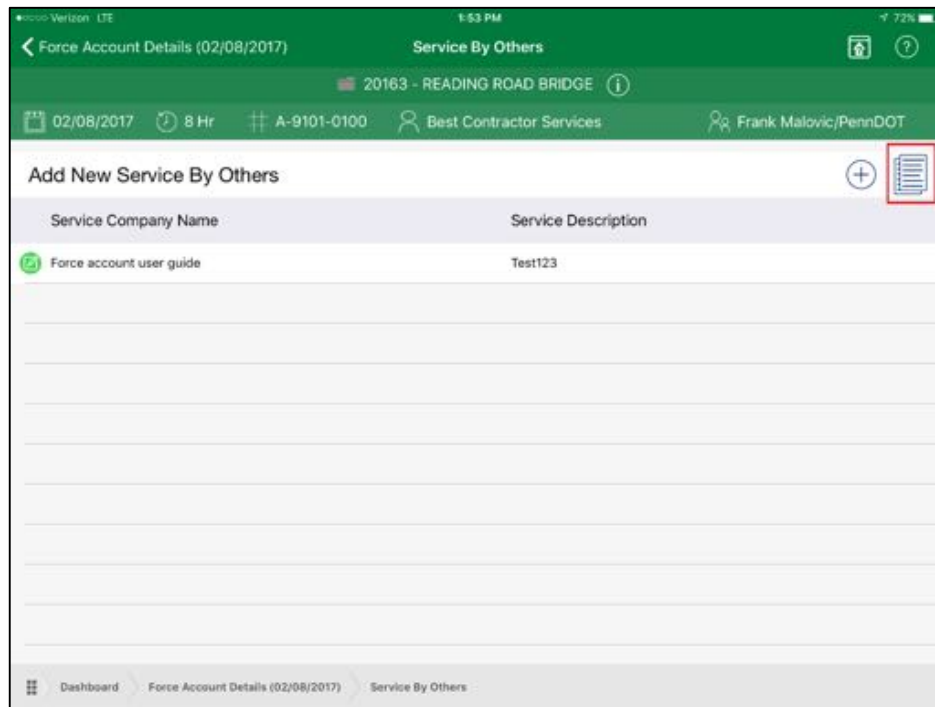
Add New Service By Others

Service Company Name	Service Description
Force account user guide	Test123

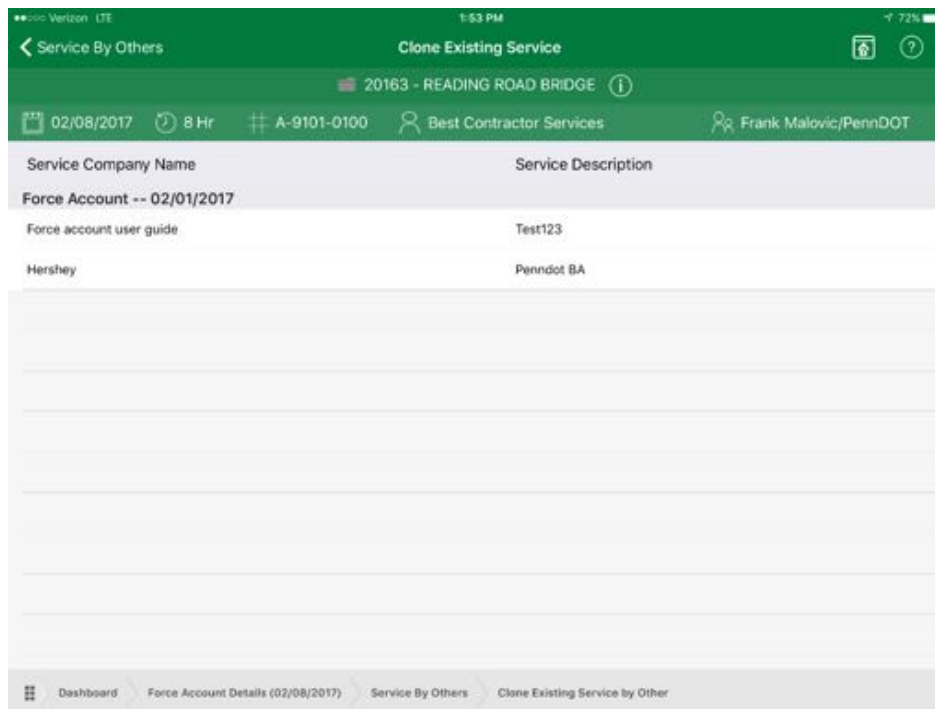
Dashboard Force Account Details (02/01/2017) Service By Others

Cloning Service By Others

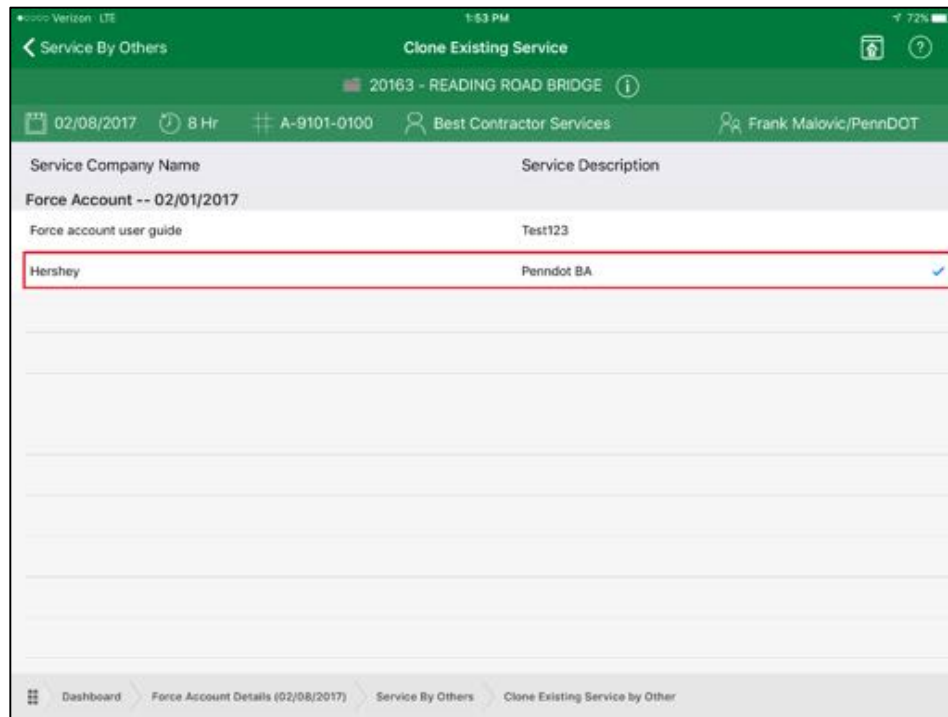
To clone Service By Others, tap on the clone icon on the “Add New Service By Others” row.



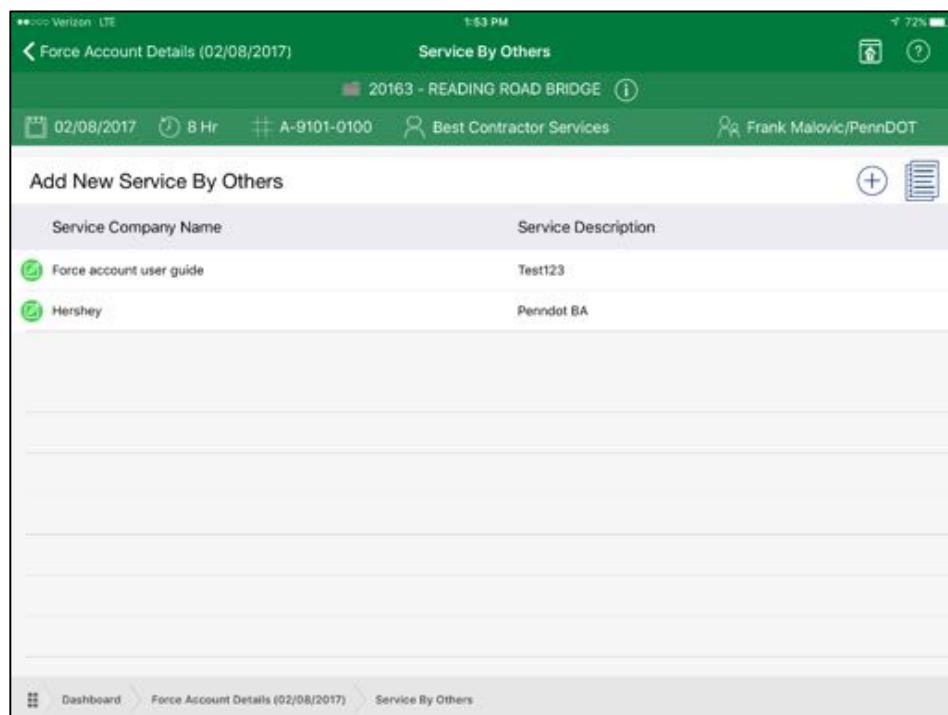
The Clone Existing Service screen displays listing service data used on previous Force Accounts.



Select a service by tapping on the respective row. A check mark displays at the end of the row designating the consumable as selected. To unselect the consumable, tap on the respective row again and the check mark no longer displays.

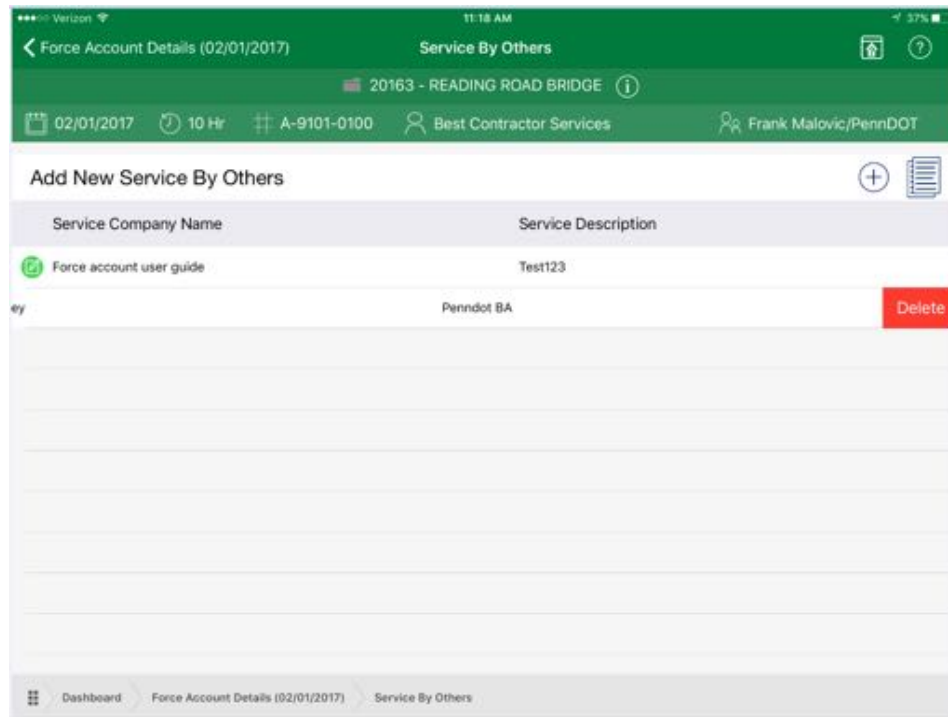


Return to the Service By Others screen by clicking the back navigational button in the upper left corner. The cloned service will display with the editable icon.



Deleting Service By Others

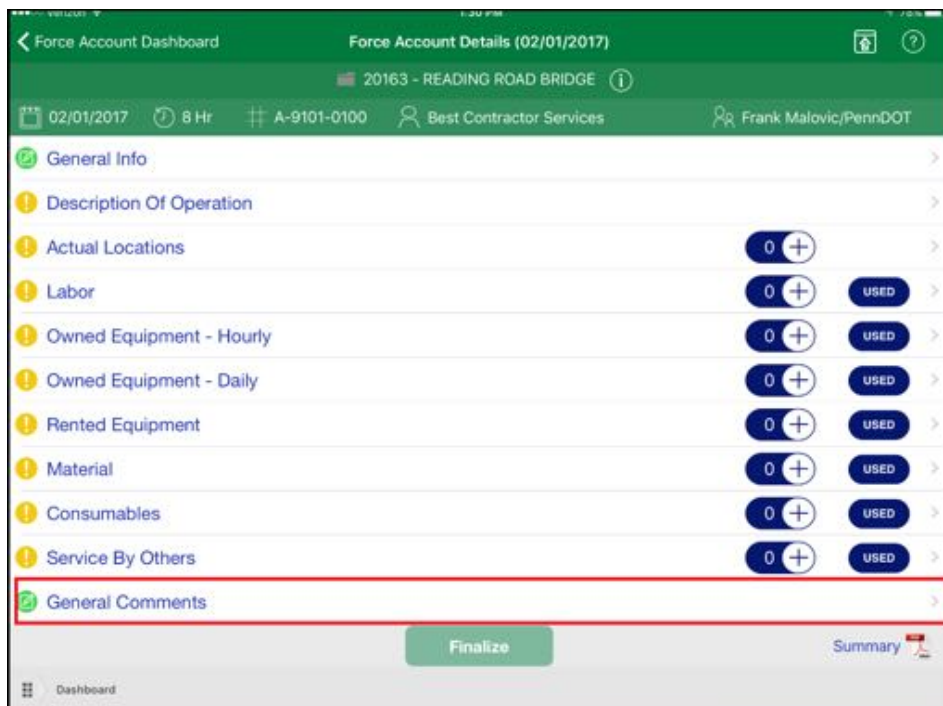
To delete a Service By Others, swipe the row from right to left to display the “Delete” button. Tap the “Delete” button to delete the entry. To dismiss the delete option, swipe the row from left to right.



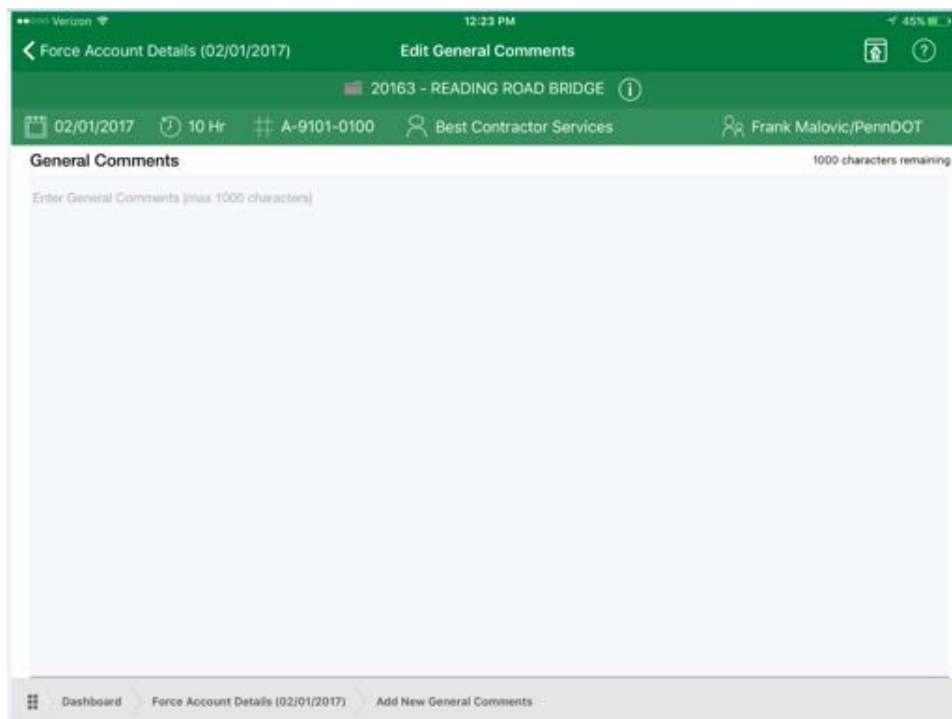
General Comments

Accessing General Comments

To access General Comments, tap anywhere on the General Comments row on the Force Account Details screen.

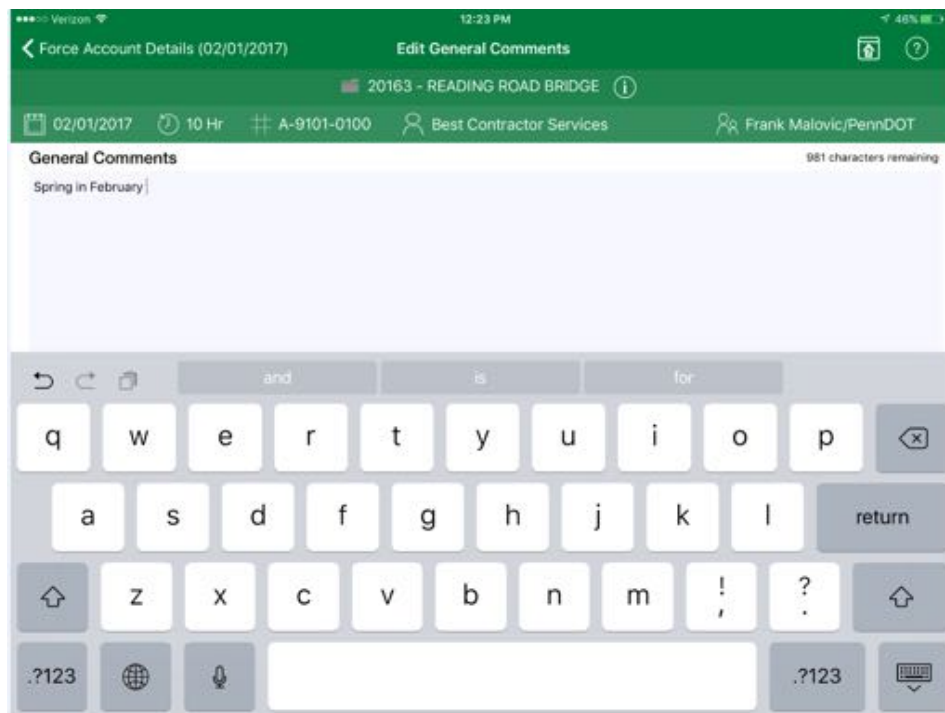


The General Comments screen will be displayed.



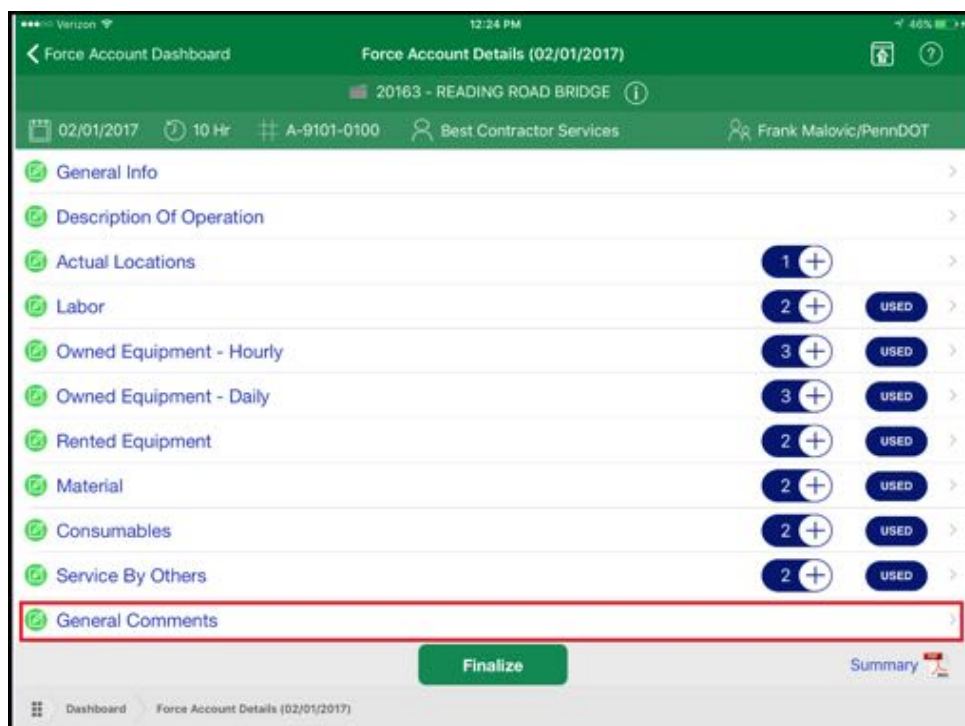
Entering a New General Comment

To enter a new General Comment, tap anywhere within the text window, and type in the comment (up to 1000 characters).

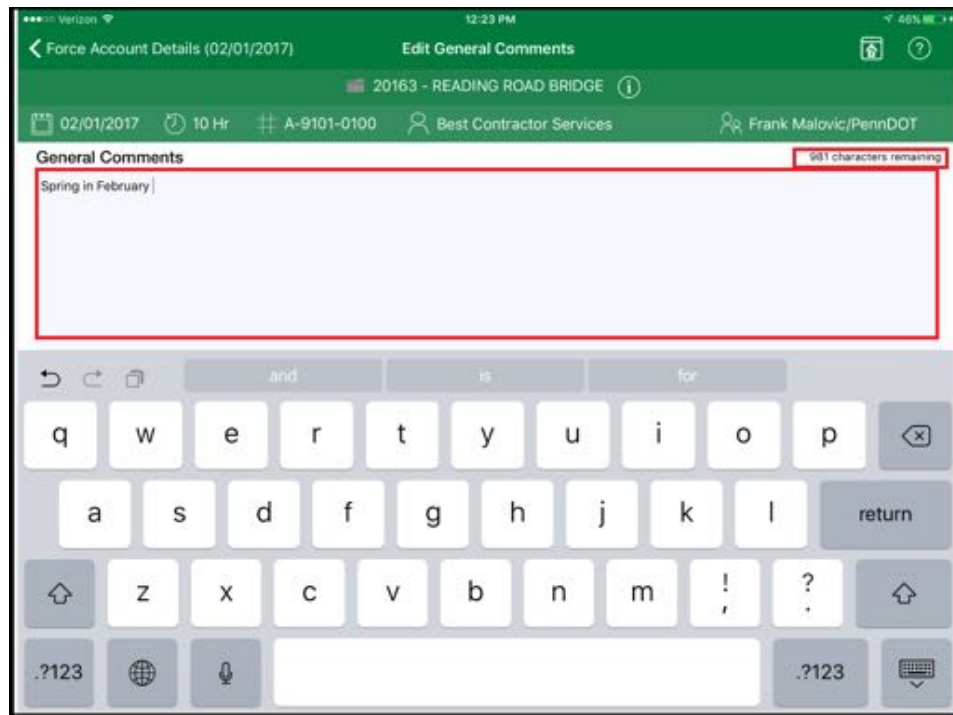


Editing a General Comment

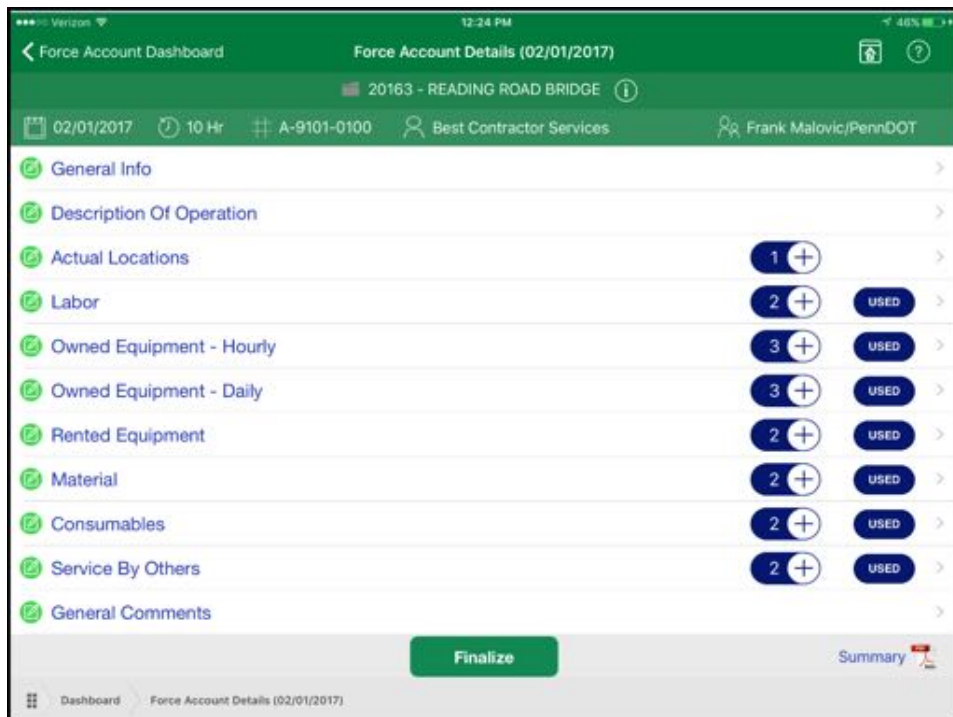
To edit an existing General Comment, tap anywhere on the General Comment row from the Force Account Details screen.



The General Comments screen is displayed and you can edit the General Comments by tapping anywhere within the text window.



On the text window that is displayed, adjust the entry as necessary and navigate back to the Force Accounts Detail screen.



Finalize

Finalize Daily Force Account

To Finalize the Daily Force Account, tap on the Finalize button at the bottom of Force Account Details.

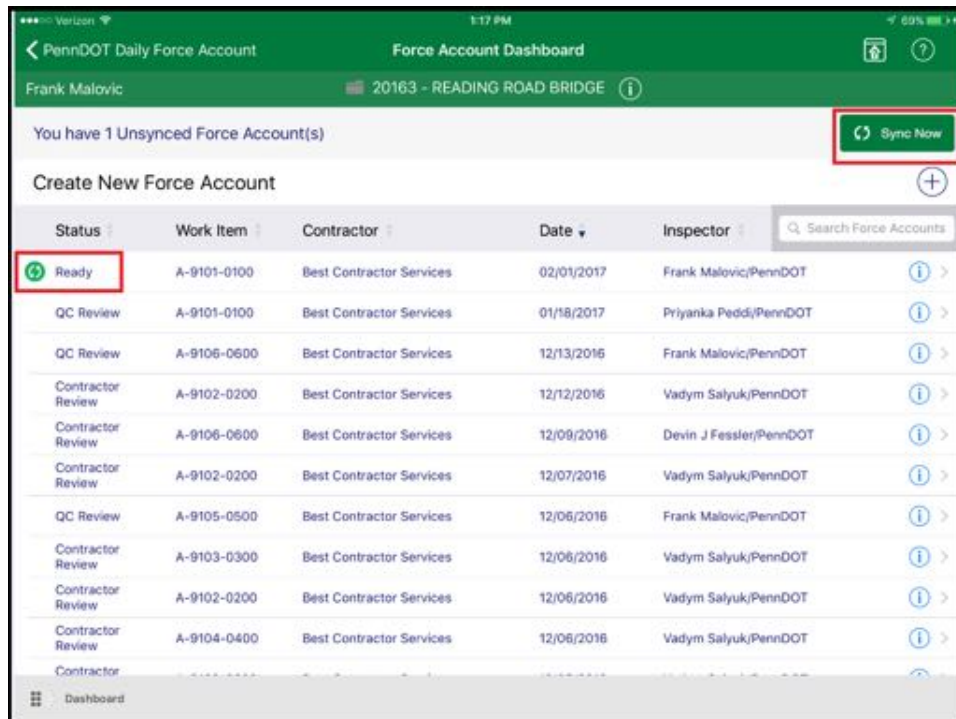
Note: Once there are green editable icons in front of all sections (meaning all required fields are filled), the Finalize Button becomes active (meaning not being grayed out anymore)

The screenshot displays the 'Force Account Details' screen for the date 02/01/2017. The header bar is green and contains the title 'Force Account Details (02/01/2017)' and a back arrow. Below the header, a green bar shows project information: '20163 - READING ROAD BRIDGE'. A status bar below that shows '02/01/2017', '10 Hr', 'A-9101-0100', 'Best Contractor Services', and 'Frank Malovic/PennDOT'. The main content area lists various sections, each with a green circular icon containing a white 'E' (indicating it is editable) and a right-pointing chevron. The sections are: General Info, Description Of Operation, Actual Locations (with a count of 1 and a plus icon), Labor (with a count of 2 and a plus icon), Owned Equipment - Hourly (with a count of 3 and a plus icon), Owned Equipment - Daily (with a count of 3 and a plus icon), Rented Equipment (with a count of 2 and a plus icon), Material (with a count of 2 and a plus icon), Consumables (with a count of 2 and a plus icon), Service By Others (with a count of 2 and a plus icon), and General Comments. To the right of the counts are blue buttons labeled 'USED'. At the bottom of the screen, there is a green 'Finalize' button and a 'Summary' link with a red icon. The bottom navigation bar shows 'Dashboard' and 'Force Account Details (02/01/2017)'.

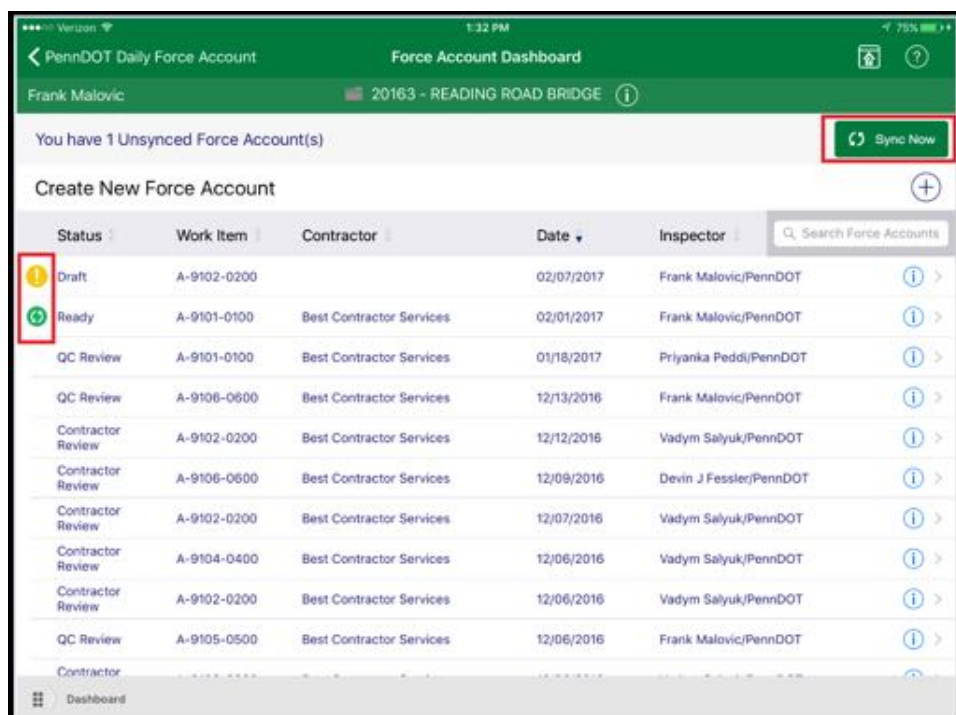
Synch Options

Synching Daily Force Account

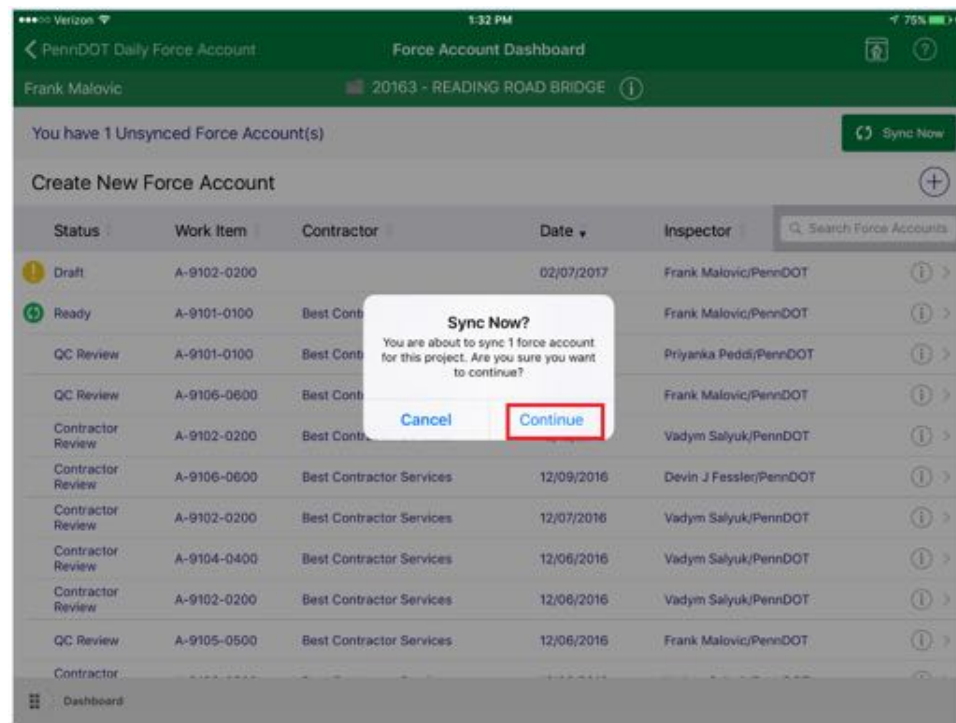
Return to the Force Account Dashboard screen by clicking the back navigational button in the upper left corner. The Finalized Force Account will display with the ready to be synched icon.



If the any Force Accounts display icons other than ready to be synched, the Synch Now button in the upper right still active as long as there is at least one Force Account in Read Status.



A message on the top left will also display stating how many Force Accounts are ready to synch. To synch a Force Account, tap on Synch Now button. On the pop up that is displayed, tap “Continue” to synch the Force Account. Tap “Cancel” to cancel the synch.



The Force Account Dashboard screen will be displayed and the ready to sync icon no longer displays for the Force Account. The synched force account is in QC Review Status. The process will continue within ECMS CDSV3 Module.

